



**School of Human and Public Services (HaPS)**  
**3/26/2024**  
**12:50 pm to 1:50 pm**  
**STEM 302**

**In Person and Via Zoom**  
Meeting ID: 872 6914 0781  
Passcode: 931855

Minutes

**School Members Present** - Sarah Burnett, Mike Leese, Jethro Midgett and Sigrid Williams.

**Call to Order at 12:57 PM**

**Approval of Agenda** (Sarah/Mike) Approved by consensus

**Approval of Meeting Minutes from [February 29, 2024](#)** (Sarah/Mike) Approved by consensus

**Information Items:**

- March CAPS event: School of HaPS – Mike shared ADJ meeting with the group. Informational and productive. We had approx. 14 students (all from the club). Discussed pathways. Sarah shared that EAR had 20 students in attendance. Good turnout with a lot of productive discussion about the ECE program.
- CTE Breakfast and Advisory Meetings – Sigrid and Sarah both shared the Partnership of the Year award. Our school had both recipients, one ADJ and one ECE. Mike shared out that the advisory board meeting for ADJ was small but very productive. We have solid relationships with SBCoSD, BVR0P, and Corona PD. Sarah spoke a little about the history of this event and how disappointed she was that the Chancellor, nor any board members were present. She also mentioned that those in attendance were there because of their own self-interests and not the program at NC. Sarah mentioned that their meeting was cut short because of another meeting commitment. She suggested that we arrange to do the invites next year ourselves. Make it more personable for our school and disciplines.
- Program Review: Debrief/Issues - Sarah began by sharing her dismay that there were no CTE reports available with accurate numbers. She used “earned certificates” as an example where ECE showed only 1 in the last three years. She said the data is inaccurate and does not support the numbers of students in classes, earned certificates and degrees. We need a better tracking system. She also mentioned that there was no rubric to follow, new requirements with no instruction and is concerned that once again we will only get a score with no critical feedback. She also mentioned that there is no place to request a new admin. (Coordinator or dean) for programs outside the main campus. Curious if we should bring this to PR or Senate. Mike sat with Sigrid as the ADJ program review was being done. The entire group concurred that there are improvements needed in this process.
- Perkins V Grant (2024-2025) – Sigrid reminded everyone that the Perkins deadline is 3/29/2024.
- April CAPS – Library Story Time with other schools; Ironically, the School of HaPS was left off the flyer. When Sarah inquired, she was told it was too late to make changes. This flyer was emailed through Nor-All. Consensus that this should have been changed and its disgraceful that it was not corrected before being sent out. ADJ’s April CAP will involve Criminal Justice Student Association.

- IEDRC Faculty Retreat – Sigrid reminded everyone about the UEDRC Faculty retreat in San Diego. Suggested Jethro attend. She will be presenting on CPL. Registration sent to Jethro. Dates: May 2-4, 2024. All costs will be paid for by IEDRC.

#### **Action Items: (Sarah/Jethro)**

- ADJ Curriculum (Advisory Board recommendations)
  - Reaffirmed: Degree in Law, Public Policy, and Society
  - Reaffirmed: Certificate in Corrections (2024-2025) add AS degree in Corrections (2025)
  - Reaffirmed: Non-credit/Credit Certificate: Emergency Services/Preparedness (18 units)
  - Course Inclusion: Ethics and Leadership (Units = .5) or New: Ethics and Leadership in Public Service (Units = 3.0)
  - New Degree: Corrections (21 Required Units + 6 Elective Units)
  - New Certificate: Society, Crime, and Criminal Justice (18 units)
  - New Program/Course: Police Officer Preparation Program (AKA New Officer Recruitment College Orientation [NORCO])
  - New Certificate Program/Degree: Court Reporter
- Sigrid and Mike presented on the curriculum being developed in ADJ. The March Advisory Board reaffirmed three items and unanimously voted yes to the other programs. After discussion, the School of HaPs unanimously approved moving forward with all curricula listed above.

#### **Committee/Council Reports:**

- Primary Committee/Councils Reports – No reports. Meetings this week.
- Other College Committee/Council Reports – No reports.
- District & State Committee/Council Reports – No reports.

#### **Future Agenda Items:**

#### **Good of the School/Order:**

- It was shared that mileage reimbursements between sites are being delayed. Several requests have been made for the budget code and have been ignored. Reminder that it is in the contract.
- Nothing more for good of the order.

#### **Adjournment at 1:51 PM**

#### **Next Meetings:**

- **April 30 – STEM 302**
- **May 21 – STEM 302**

## Committee/Councils

### Primary Committee/Councils (Required)

Academic Council - *Mike*

Academic Planning Chairs (APC) *Maria Adams and Sigrid Williams*

Academic Senate – *Maria Adams; Sigrid Williams (Alternate)*

Curriculum Committee – *Sarah Burnett*

### Other College Committee/Councils

Academic Senate Liaison CTE - *Sigrid*

Assessment Committee

Associated Students of Norco College (ASNC)

College Council

Course Materials Affordability Committee (CMAC) *Maria*

Distant Education Committee

Diversity, Equity, and Inclusion Committee (DEI)

Faculty Professional Development

Foster Youth Success Committee

FUN

Graduation Committee

Grants

Institutional Effectiveness Governance Council (IEGC)

Marketing

Library & Learning Resources Center Advisory

LGBTQ+ Advocates

Phoenix Scholars

Program Review

Racial Justice Taskforce

Resource Council

Safety Workgroup - *Sigrid*

Scholarship Committee

Student Support Council

Teaching and Learning Committee

Technology Committee

### District & State Committee/Councils

ASCCC CTE Leadership Committee - *Sigrid*

CTE/Perkins District Committee - *Maria*

CCCAOE Advocacy Committee – *Sigrid*

District Civic Engagement Committee - *Sigrid*

District Study Abroad Committee