

Noncredit Sub-Committee Meeting

Wednesday, November 20, 2024

3:00 pm – 4:00 pm

Zoom Meeting

DRAFT

Meeting Minutes

Call to Order – 3:01 pm

Attendees: Eric Anthony, Paula Barrera Ashley Etchison, Sonia Gonzalez, Amber Lappin, Sandra Maciel, Adam Martin, Adam Navas, Michael Peterson, Thea Quigley, Carla Rieble, Mia Timme, Chui Zhi Yao, Lijuan Zhai

I. **Approval of November 20, 2024 Agenda**

First: Ashley Etchison, **Second:** Adam Martin; Approved by consensus.

II. **Review Committee Charge and Membership**

The committee discussed the committee charge to develop, monitor, and assess the implementation of RCCD 5-year noncredit plan. This plan aligns college and District Strategic Plans to support faculty in developing and offering noncredit courses and programs for basic skills, English as a second language, career and technical education, adults with disabilities, and older adults and to enhance noncredit student support services.

The committee appreciates the help of Lynn Wright as the Vice President of Academic Affairs representative, and Sonia Gonzalez as the Dean of Enrollment Services representative. This committee is part of the District Strategic Planning Council (DSPC) and will report to the DSPC. The committee needs to elect a faculty co-chair to help chair committee meetings and lead efforts towards the committee charge. The committee will continue the election of a faculty co-chair at the next meeting.

III. **Reporting/Accounting Method Change for Noncredit Courses**

Michael Peterson updated everyone that the State has changed some rules regarding how FTEs for distance education noncredit courses can be calculated. Faculty used to report student attendance by census date, but we are able to retrieve instructional hours for students from Canvas now. This information will be loaded onto web advisor, and faculty can then confirm the instructional hours for their students. Hopefully this process can be implemented during the Winter semester. Some questions include ways to report instructional hours if faculty use another website for majority of student

work, and DERs for face-to-face instructional hours. Michael will follow up on these questions and update the committee at the next meeting.

IV. FTES Data

There is significant growth in non-credit enrollment from 2021-22 as well as 2022-23. FTEs increased notably between 2021-22 and 2023-24. Current year (2024-25) is on track to achieve similar numbers of FTEs. For noncredit certificates over the past four semesters, we have around 161 certificates in business administrations, 33 certificates in fire technology, 30 certificates in tech and apprenticeship, 25 certificates in business and CIS, 9 certificates in English and media studies, and 3 certificates in health, human and public services.

V. RCCD Adult Education/Noncredit Strategic Plan 2022-27

The committee discussed the Adult Education/Noncredit Strategic Plan for 2022-27. The main charge of this committee is to implement this plan, and members are encouraged to review goals and objectives of this strategic plan. Meetings in Spring 2025 will focus on implementation strategies and assessment to grow our noncredit programs. The committee discussed minimum qualification for faculty to teach noncredit courses and faculty load calculations for non-credit courses.

VI. Meeting Calendar for Spring 25

- March 19, 2025
- April 23, 2025
- May 21, 2025

VII. Other

- None

VIII. Adjournment – 3:53 pm