

Noncredit Sub-Committee Meeting

Wednesday, September 17, 2025

3:00 pm – 4:00 pm

Zoom Meeting

Meeting Minutes

Call to Order – 3:02 pm

Attendees: Eric Anthony, Ashley Etchison, Amber Lappin, Mary Legner, Sandra Maciel, Regina Miller, Adam Navas, Michael Peterson, Thea Quigley, Carla Reible, Mia Timme, Patty Worsham, Chui Zhi Yao, Lijuan Zhai

I. Approval of April 23, 2025 Agenda

First: Sandra Maciel, **Second:** Amber Lappin; Approved by consensus.

II. Approval of May 21, 2025 Minutes

First: Patty Worsham, **Second:** Carla Reible; Approved by consensus

III. Faculty Co-Chair

Carla Reible presented a plan with 7 workgroups to address key areas such as admissions and records, counseling, curriculum, faculty contract issues, professional development, strategic and operational planning workshop, and pathways and transitions. The goal is to identify issues and take actionable steps each semester to grow noncredit enrollment. Workgroups will include committee members and other relevant college staff, and workgroup members will meet in October and November.

IV. Workgroup Plans and Tasks

Workgroup plans are to identify issues that need to be address for noncredit to grow at each of the colleges. Workgroups will focus on identifying point people and creating actionable plans for Spring 2026. Each workgroup will report-out at the final noncredit committee of the semester on their KPIs. Admissions and Records workgroups will focus on student communication and support. Counseling workgroup will focus on updating noncredit student educational plans. Curriculum workgroups will focus on noncredit curriculums. Faculty contract issues workgroup will focus on faculty noncredit load and STRS issues. Professional development workgroup will focus on faculty and classified professional development and hosting noncredit sessions during

Spring FLEX for faculty. The strategic and operational planning workgroup will focus on creating a crosswalk between each college's strategic plan and the RCCD noncredit strategic plan. Pathway and transitions workgroup will focus

on identifying best practices and district orientation to help noncredit students find programs and enroll in noncredit classes.

V. Review Goals and Memberships

The committee discussed member recruitment for various workgroups and plans to schedule workgroup meetings in October.

VI. Other

- **Noncredit Enrollment Issues**

The committee discussed the challenges of having dedicated faculty to work on noncredit program and the importance of marketing to attract more students for noncredit courses. There were issues with EduNav for noncredit registration, and the CCCApply message should be updated. There was discussion regarding legislation on issues for noncredit math courses, and the need to clarify rules on supporting students in noncredit courses.

VII. Next meeting

- December 3, 2025

VIII. Adjournment – 4:05 pm