NORCO COLLEGE

REGULAR UPDATE

February 23, 2018

Hello, Mustangs!

Below is the newest Norco College Regular Update—the first for spring semester 2018—aligned to the college's seven Strategic Planning Goals. In case you missed any of the previous issues, all Regular Updates are archived on the President's webpage: http://www.norcocollege.edu/about/president/Pages/Regular-Update.aspx

Happy reading!

- **Strategic Goal 1: Increase Student Achievement and Success**

  Completion Initiative and Guided Pathways

  - The Completion Initiative Summit 2.0 on February 2 was attended by 45 staff, 37 faculty, 21 managers, 9 students, and 2 visitors—for a total of 114 participants who shared in the energy and excitement.
  - Completion Initiative Workgroup meetings continue in spring on the first Tuesday of every month in ST 107, 2:00-4:00 p.m. Everyone is invited to participate. We would like to have more faculty and classified staff provide input for our institutional transformation, so please mark your calendars for March 6, April 3, May 1, and June 5!
  - Completion Initiative Workgroup agenda notes and the Summit presentation are available on the website: http://www.norcocollege.edu/about/president/strategic-planning/Pages/ciw.aspx.
  - The college is developing an 18-month Guided Pathways plan, which is due March 30. A draft of the plan will be completed by the end of February and will be brought to strategic planning committees before final revision and submission to the state chancellor's office.
  - Norco College is partnering with InsideTrack in spring 2018 to target advising, in the broad sense, within the Guided Pathways framework. The first step is assessment (mostly student services and instructional), after which InsideTrack

will produce a report. For the assessment, interviewing on campus will take place March 13-15. The second part is training, to occur in April, covering the range of advising found in the Four Pillars of Guided Pathways. (For more information on the Four Pillars, click here: http://cccgp.cccco.edu/Portals/0/PrinciplesofGuidedPathways-090817.pdf.)
        - Career and Technical Education (CTE) is piloting an effort to increase college completions by calling students who have met the requirements for targeted certificates or degrees but have not yet applied in WebAdvisor. We found over 100 completions sitting on the table—just in Real Estate! Student Success Coach Ruth Jones is making calls, moving metrics, and changing lives. Our goal is to move toward automatic awarding in the near future.
    - Summer Advantage
        - Recruitment has begun for 2018 Summer Advantage, which will look the same as last year: four-day intensive orientation, one-on-one meeting with a counselor to develop a student educational plan (SEP), early registration, guaranteed math and English courses in the first year.
        - This year, Summer Advantage is open to all recent high school graduates.
- **Strategic Goal 2: Improve the Quality of Student Life**
    - Athletics Plan
        - Mark Hartley, dean of student life, is taking a tentative athletics plan to shared governance committees this spring for input.
    - Civic Engagement
        - To promote civic engagement, in spring an on-campus nonpartisan voter registration campaign will begin.
    - Creating Student, Classroom, and Faculty Spaces
        - An ad hoc committee for the "portable village" meets regularly with facilities development consultants Ron Beeler and Steve Renew about design development for a village space that combines classrooms; staff, faculty, and student meeting spaces; and faculty offices. The next step is to talk with an architect.
        - One dozen Adirondack chairs have been placed in locations on Palm Pathway to facilitate informal gatherings on campus.
    - Diversity Center
        - CSS 216 is the soon-to-be Diversity Center for LGBTQ+ and Dreamers. A student success coach will be available in the center. Professors Jan Muto, Araceli Covarrubias, and Dominique Hitchcock have led this initiative.
    - Safety
        - In light of recent active shooter threats and incidents locally and nationwide, the college is implementing more training and preparedness for emergency responses, which is expected to include a campus active shooter drill, with Norco College Safety and Police working in coordination with local first responders (police and fire).
        - The building captain program is being revised to include community emergency response team (CERT) training. Training is anticipated to begin early in the spring semester. Anyone interested in CERT training can contact Justin Czerniak, college safety and emergency planning coordinator, at justin.czerniak@norcocollege.edu.

        - First aid kit installation across the college campus has been completed.
        - Door blocks (to secure classrooms in the case of emergency) will be installed this spring.
        - New emergency cards will be installed in classrooms this spring.
    - Smoking Cessation Plan
        - As a reminder, as of January 1, 2018, Norco College has become a tobacco-, smoke-, and vapor-free campus: http://www.norcocollege.edu/news/Pages/No-Smoking-at-Norco-College.aspx.
- **Strategic Goal 3: Increase Student Access**
    - Call Center
        - A call center, an idea that came from the first joint Academic Affairs-Student Services all-deans meeting, was initiated the week of February 5 to maximize student enrollment, which allows the college to reach its enrollment target and minimizes canceled classes so students have a greater opportunity to complete their educational plans on time. Many employees stepped up to work overtime from 4:30 to 9:00 p.m. to call students who had not enrolled for spring. Over 7,000 calls were made, and between February 5 and 11, a total of 1707 students registered after receiving a call or message, with 5.2 average enrolled units for each of those students. Amazing teamwork!
    - High School Partnership Program
        - The number of students involved in the Eleanor Roosevelt High School dual enrollment program has doubled since fall 2017.
        - In fall 2018, we anticipate four more high school partnerships for the dual enrollment program: Norco High School, Centennial High School, La Sierra High School, and Jurupa Valley High School.
    - Next Phase Program
        - A presentation on Norco College's Next Phase Program was presented to the Board of Trustees on February 20 by Vice President of Academic Affairs Samuel Lee, Dean of Instruction Jason Parks, and Professors Lisa Nelson and Jessica Dobson: http://www.rccdistrict.net/eb/Attachments/NextPhaseBoardPresenation_131630406416596352.pdf.
        - English and guidance courses are being offered at the California Rehabilitation Center (CRC) for spring 2018. The program is on track to start a sociology associate degree for transfer (ADT) cohort in fall 2018.
    - Veterans Education/Promise Program
        - The hiring process is underway for the Veterans director position; a director will be in place this spring.
        - The architect for the Veterans Resource Center (VRC) has been identified and approval was on the Board of Trustees agenda for February 20. A design team, including veterans, is being formed.
        - The college continues to research funding for a public-private partnership for veterans housing. The City of Norco is interested in assisting with housing development as a low-income housing solution, and Home Depot is considering a grant; other possibilities also are being explored.
- **Strategic Goal 4: Create Effective Community Partnerships**
    - CTE
        - The Dart Foundation approached Norco College to submit a proposal for $100,000 for capital improvements and equipment within the manufacturing

sector. Both on-campus and off-campus options are being discussed to expand our physical capacity to serve students.

- National Photonics Research Center
  - Inquiry into a National Photonics Center continues, with funding and/or program development ideas being explored with local universities and municipalities, the Navy, and the federal government.

- **Strategic Goal 5: Strengthen Student Learning**
  - Online Educational Resources (OER)
    - Damon Nance, dean of technology and learning resources, recently attended online educational resources training and will be facilitating discussions about use of free electronic textbooks.
- **Strategic Goal 6: Demonstrate Effective Planning Processes**
  - Accreditation Preparation
    - Accreditation 2020 Standards committees have been formed and are beginning work on a "gap analysis." A March 2 meeting for all committee members (1:00-3:00 p.m., CSS 217) will provide further information and training for using OneDrive (a file hosting service) for each committee's work. By the end of spring semester, each committee will have a "drafty-draft" of the self-evaluation section for its Standard. If you haven't yet been asked to participate on a Standard committee but would like to join a team for this important work, please email Greg Aycock at greg.aycock@norcocollege.edu, Ruth Leal at ruth.leal@norcocollege.edu, or Kris Anderson at kristine.anderson@norcocollege.edu, the accreditation co-chairs.
    - The Norco College Accreditation webpage will be updated soon to include Accreditation 2020 information. Keep your eyes open for further information!
  - Budgeting
    - During the week of February 19, Dr. Lee will send to all disciplines and departments the distribution of restricted lottery funds, including new money available to purchase instructional supplies.
    - Business Services will be conducting a budget and planning workshop, open to everyone, during college hour on Tuesday, March 6, in CSS 217.
  - Marketing Plan
    - A proposal was passed by the Institutional Strategic Planning Council (ISPC) on February 21 to create a Marketing Committee as a shared governance committee reporting to ISPC.
    - The college is exploring possibilities for a reorganization of marketing, outreach, fund-raising, and grant writing under one umbrella of Institutional Advancement.
    - The Norco College Style Guide, including the logo and seal, continues to be reviewed.
    - The Student Spotlight series and posters will be expanded this spring.
    - The CTE team is launching a weekly open house called "Mustang Mondays" for members of the community to learn about Norco College certificate and degree programs and services as well as the application process for students: http://www.norcocollege.edu/news/Documents/mustang-mondays-flyer-2018.pdf.
    - The forthcoming Full Stack Web Development program (a CTE program to be offered summer 2018 as an intensive eight-unit summer class) will pilot a

strategy of targeted, program-specific marketing opportunities, specifically billboards and paid advertising posters, to get word out to the community.

- Organizing around Our Schools
  - An ad hoc work group has been formed to discuss academic reorganization based on the four schools. (For information about the schools at Norco College, click here:http://norcocollege.edu/schools/pages/index.aspx.) Dr. Lee and Peggy Campo, Academic Senate president, serve as co-chairs, and the group includes representatives of all constituent groups. The group's first meeting is next week. The goal is for a plan to proceed through the shared governance process in time for the May 17 Committee of the Whole.
  - A new dean of instruction is joining Norco College on April 2, Marshall Fulbright. Mr. Fulbright, whose background is in music, comes to us from College of the Sequoias where he was dean of arts, letters, and learning resources. As of April 2, the three deans of instruction (Mr. Fulbright, Dr. Fleming, and Dr. Parks) will be sharing duties, with their exact areas of oversight to be solidified when the academic reorganization process is completed. One goal of the academic reorganization is to assign a dean of instruction to each school.
- Scheduled Maintenance Planning
  - The college is looking at some energy-saving projects, including lighting in the Industrial Technology (IT) building and heating and ventilation in the Center for Applied and Competitive Technologies (CACT) building.
- Signage
  - The Norco College marquee sign (on the corner of Hamner Avenue and Third Street) is on its way to purchasing with anticipated completion by graduation.
  - A task force has been impaneled with the charge to devise a campus wayfinding plan. The plan is expected to be ready for approval by the end of spring 2018 and the first phase in place by fall 2018.
- Strategic Planning
  - A revision of the college mission and values is in discussion.
  - The college is contracting with a consultant to assist with revision of the Educational Master Plan and the Facilities Master Plan, in that order. A revision of the college's Strategic Plan will follow. All three plans will be revised around Guided Pathways.
- Technology
  - The Quick Fix program for technical support of college-provided laptops, tablets, Surface Pros, and iPads continues this spring. Technical support service personnel are in the College Resource Center (CRC) during college hour, 12:50-1:50 p.m., the first Thursday of each month.
  - Over winter session, new computers were installed in IT 121, the Writing Lab.
  - John F. Kennedy Middle College High School classrooms have been converted to utilize existing audio-visual equipment (to eliminate portable equipment).
  - The Marketing Committee will be putting together a website plan.
- Traffic
  - Anticipated completion of the traffic mitigation project is February 26.

- **Strategic Goal 7: Strengthen our Commitment to our Employees**
  - Hiring, Equity, and Personnel
    - Norco College participated in the California Community College's Registry Job Fair in Los Angeles on January 27. The job fair's purpose is faculty and academic

management/administrative recruitment. Twelve people from Norco College participated and talked with over 100 people who inquired about the college.

- Job description language has been revised, and initial findings are that the revisions have a positive impact on equity.
- **Hey, Look!** Congratulations to Dr. Jason Parks who was approved as Dean of Instruction for Norco College at the Board of Trustees meeting February 20.