

# NORCO COLLEGE *REGULAR UPDATE*

November 2, 2018

Hello, Mustangs!

Below is the newest Norco College Regular Update, following the outline for the draft Big Us Plan. Since we're in the middle of dialogue around a new Strategic Plan that uses The Big Us Plan as its framework, this structure may be modified over time. Feel free to send along your comments about the newsletter to [Regular.Update@norcollege.edu](mailto:Regular.Update@norcollege.edu). In case you've missed any issues, all Regular Updates are archived on the President's webpage: <http://www.norcollege.edu/about/president/Pages/Regular-Update.aspx>.

Happy reading!

## **1.0 STUDENTS—Norco College will improve student completion rates, close the equity gap and expand the college-going rate throughout the region.**

### **1.1 Improve College Completion Rates**

- Following a spring 2018 [needs assessment](#) focused on student support structures within a guided pathways framework, Norco College is again partnering with [InsideTrack](#), this time to further the launch of Schools-based student success teams. The project will clarify roles on the teams, with a focus on faculty leadership, and will include training and coaching. The contract with InsideTrack is expected to be on the November Board of Trustees' agenda. The project will run from November through the end of the academic year.
- The [Completion Initiative](#) workgroup meets the first Tuesday of each month from 2:00 to 4:00 p.m. in ST 107. Meetings are open to all. Upcoming meetings for fall 2018 are on November 6 and December 4.

### **1.2 Close Equity Gap**

- The College is looking at Summer Advantage and First Year Experience as eligible groups for the College Promise Program in spring 2019. The Promise grant will fund enrollment and non-enrollment fees (such as the student services fee) and transportation, and offer a book stipend. If additional money is available, the program may be opened to others in student equity groups who are first-time college students, have applied for the FAFSA, and maintain 12 units past census.
- The College will be considering implementing a Salesforce program called Launchpad that will work as an interface for all of our systems to consolidate data into one portal for access. An MOU is being worked on. A presentation on Launchpad will be made at the November 6 Completion Initiative workgroup meeting (2:00-4:00 p.m. in ST 107).

### **1.3 Expand College-Going Rate in our Service Area**

- The College is putting together a comprehensive workshop to take place in February for all dual enrollment partners: Corona-Norco Unified, La Sierra, Jurupa Valley, Alvord, and Santiago school districts. About 10 partnering high schools will be included, including new partners for spring and fall 2019. Schools have already confirmed their participation. The goal is to share best practices from existing dual enrollment high schools and to support

continuous improvement. Eleanor Roosevelt and John F. Kennedy high schools will do break-out sessions. Norco College educational advisors will present on their function and role. Team-building activities also will be included. The event is supported by a CREST (career readiness through education and strategic training) grant.

- A new memorandum of understanding (MOU) has been signed with California Virtual Academy (CAVA), an online high school that covers most of California. Under the umbrella of dual enrollment, this program will be run as a concurrent enrollment cohort. All classes will be online, and CAVA students will be mixed with Norco College students. The program is only for juniors and seniors with a minimum 3.0 GPA and is expected to begin in summer 2019 with 120 students. Courses in guidance, business, political science, history, and anthropology are among those planned for the first three years.
- Norco College is sending a “welcome” letter to every graduating senior at local high school districts to invite students to apply to Norco College.
- The James Irvine Foundation is moving forward with a gift to Norco College of about \$800,000 to expand the college-going rate in the service area. The proposal will be discussed/decided at the December Board of Trustees’ meeting. The grant will support a regional convener for apprenticeship programs for high school and community college and will include hosting a regional state representative for apprenticeship standards, as well as funding to host an annual summit on apprenticeship.

## **2.0 REGION—Norco College will play a leadership role in regional economic and academic development.**

### **2.1 Implement Key Stakeholders Communication Strategy**

- On November 1, Dr. Bryan Reece, Norco College president, gave a presentation at the Eastvale Chamber of Commerce about The Big Us Plan.

### **2.2 Promote Economic Development in Region**

- President Reece was honored by Representative Ken Calvert at the 22<sup>nd</sup> Annual Ira D. Calvert Distinguished Awards Dinner on October 20. Dr. Reece received a leadership award for promoting development in the region. At the event, Representative Calvert mentioned support for a national photonics research center.

### **2.3 Promote Academic Development in Region**

- ***WOW! Look!*** For the fourth time in five years, [Norco College ranked “Best for Vets”](#) by the *Military Times*. The College [ranked number 12](#) out of 33 two-year colleges nationwide, and number one of only four California community colleges to make the ranking. Norco College has a 73 percent military retention rate and a 67 percent graduation rate. In 2015, Norco College ranked number 20 on the “Best for Vets” list and 16 in 2017 and 2018.
- Dr. Jessica Cobb, Next Phase director; Dr. Lisa Nelson, associate professor of English; Janet Hill, assistant professor of sociology; and Jessica Dobson, assistant professor of English, will attend the 2018 National Conference on Higher Education in Prison in Indianapolis, November 7-11.
- An interest group for current Norco College students who have been impacted by their own or a loved one’s criminal justice system involvement will be starting up soon. Dr. Nelson will be the faculty advisor. If you know of any students who may be interested or if your department can share any resources (such as contacts to potential employers for the students), please email Dr. Cobb at [jessica.cobb@norcocollege.edu](mailto:jessica.cobb@norcocollege.edu). Stay tuned for an announcement about the first meeting of the group.
- The College is hosting a tour of the Norconian Hotel and Inglalls Hall at the California Rehabilitation Center (CRC) on November 29 for Senator Kamala Harris’s office, State

Senator Richard Roth, Assembly Member Sabrina Cervantes, and Senator Mark Takano's office, as we seek broad support for veterans and prison education initiatives.

- On November 2, Dr. Peggy Campo, Academic Senate president; Dr. Bryan Reece, Norco College president; Dr. Samuel Lee, vice president of Academic Affairs; Lorenzo "Gunny" Harmon, Veterans Resource Center director; and Dr. Kevin Fleming, Strategic Development, will present at the state Academic Senate for California Community Colleges (ASCCC) Plenary Session on the military articulation platform.

#### **2.4 Promote Community Development in Region**

- Norco College sponsored a table at the third annual Eastvale Chamber of Commerce Installation Dinner, where former chamber leaders are recognized and new leaders installed. At the event, Eastvale Chamber members were referring jokingly to local entities as "Eastvale This" and "Eastvale That," including "Eastvale College" for Norco College.

### **3.0 PROGRAMS—Norco College will become a comprehensive college with programs and services that are expansive and perform at levels of excellence.**

#### **3.1 Develop/Expand/Improve Instructional Programs**

- ***Congratulations*** to Norco College's newly established women's cross-country team and Coach Jim McMahon! [The team has qualified for the SoCal Regional Championships](#). This is the first post-season appearance for Norco College athletics. The championships will take place on November 2 at Don Knabe Regional Park in Cerritos.
- Dr. Gail Zwart, professor of business administration, is revising work experience curriculum and shepherding a districtwide COR "refresh" revision.
- A cross-section of faculty and managers met recently to learn more about how the College can expand students' work experience opportunities. Many students work and take classes, so the College is looking at ways to provide academic credit and develop important professional skills, such as interpersonal communication in the workplace.
- The deadline for curriculum proposals that are to appear in the 2019-2020 College Catalog is fast approaching. Curriculum proposals must be approved by the Board of Trustees at its December meeting at the latest in order to appear in the next catalog.
- College Strategic Development and Foster Youth initiative personnel are collaborating to find housing in the community. The group is exploring emergency housing waivers with local hotels and potentially partnering with landlords in the community to find residences.
- Damon Nance, dean of library and learning support services, will be heading up an effort to work with faculty in math and English to increase tutoring opportunities for students in the Learning Resource Center (LRC).
- Discussion of eSports is progressing. A new course, Multimedia (Game Development) GAM 10: Collegiate eSports, is being created by gaming faculty, and Andy Robles, associate professor of mathematics, is taking the lead in creating a charter for a gaming eSports club.
- At the October 30 meeting, the Board of Trustees reviewed the outline for the [Photonics Education and Research Center feasibility study](#).

#### **3.2 Develop/Expand/Improve Student Support Services and Programs**

- As a result of [AB 705](#), the College is working to create a supplement to the application for admission in order to integrate students' placement with the application process. Questions on the application supplement allow students to report high school educational history for use with MMAP. This more student-centered process, slated to release November 1, provides placement results directly to students once the application is uploaded.
- [Priority registration for winter and spring 2019 terms](#) begins on November 13. Specific registration dates are available on the [2018-2019 Admissions and Records timeline](#). For

more information, see the October 25 nor-all email from Mark DeAsis, acting vice president of Student Services, titled “Information on Two-Term Registration (19WIN/19SPR).”

- Two additional Student Services offices will begin staying open until 4 p.m. on Fridays: the Assessment Center and Student Life. These offices join Admissions and Records, CalWORKS, the college receptionist, Student Financial Services, Student Support Services/SSS-RISE, and the Veterans Resource Center that have already extended Friday hours.
- To accommodate increased need for services during winter and spring registration this month, the Counseling Office will remain open until 4 p.m. on these Fridays: November 9, 16, and 30. Evening counseling (until 6 p.m.) continues as well: Monday and Tuesday in the Student Services building, Wednesday in the Center for Student Success and in the Learning Resource Center (LRC), and Thursday in the LRC.
- With the introduction of multi-term registration, the Board Policies for probation, dismissal, and readmission, [BP/AP 4250](#) and [AP 4255](#), are being updated. The revision will allow students to enroll in a subsequent term, and then students who fall below required academic standings will be notified and given the option of dropping a class or classes.

### 3.3 Achieve Program/Pathways Excellence

- On October 26, seven Humanities 4 Honors students and Michael Bobo, assistant professor of humanities, traveled to the Getty Villa in Malibu to see the Greek and Roman collection as well as a special exhibit on the rescued works from Palmyra, Syria, before ISIS occupied it in 2015. This Honors Program-sponsored event helped bring to life these vibrant and creative cultures in conjunction with students’ readings and research.
- Students taking Honors Interpersonal Communication and, Dr. Jan Muto, associate professor of speech communication, took a field trip to Los Angeles on October 28 to learn how symbols (verbal and nonverbal) are used in different cultural contexts. Following a train ride from Corona to Union Station, the group encountered the first co-culture: Green Bay and Rams fans on their way to a game. From Union Station, the group walked to Chinatown to take in some markets, proceeding on to an authentic Chinese restaurant (where they were the only non-Chinese and non-Mandarin speakers). Surprised by the fresh ingredients, some unusual dishes, and some typical menu choices being presented quite differently, one student said, “Boy, this is not at all like Panda Express.” After lunch, they strolled over to Olvera Street and enjoyed the Dia de los Muertos altars, shops, Aztec dancers, and the museum. Throughout encounters with sub-cultures and co-cultures, students could see how the “meaning” of symbols was defined by the people who used them and observed that the same symbol can be used in a variety of ways.



## 4.0 **EMPLOYEES—Norco College will nurture a workplace that feels like family, provides opportunity to grow, and attracts the highest quality employees.**

### 4.1 Establish Cohesive Professional Development

### 4.2 Create Professional and \_\_\_\_\_(Warm? Engaged? Family? Joyful?) Workplace Environment

- The group reviewing the Great Colleges to Work For survey results has identified a collegewide need for new employee orientation. Discussions are ensuing.

## FACULTY NEWS

- José Sentmanat, assistant professor of philosophy, would like to announce the upcoming Philosophical Affairs Club film screening of *Ex Machina*, to take place November 16 from 4:30 to 7:00 p.m. in CSS 217. This is a full-campus, interdisciplinary film screening that will lead to discussions about artificial intelligence and the ethical implications of technology. The screening will include a three-professor panel to kick-start the conversation: José; Jessica Dobson, assistant professor of English; and an as-yet unannounced STEM faculty member (volunteer welcome!). This should be an enlightening and engaging community event, so please promote it and attend if you can!
- Under the guidance of Andy Robles, assistant professor of mathematics and STEM Club advisor, along with co-advisors Glen Graham, assistant professor of electronics, and Nita Leighton, associate faculty, Norco College students have done awesome work in connection with Loma Linda University Health for this year's orthotics and prosthetics service learning project. Norco students built a mind-controlled robotic gripper for a person born without a left hand. The group will be attending the white-coat ceremony for Loma Linda's orthotics and prosthetics master's students in order to present their findings on the gripper. Congratulations to Andy, Glen, Nita, their students, and all others involved in this amazing work!
- CORRECTION: The name of the journal in which Starlene Justice's nonfiction piece is published was misspelled in the October 19 newsletter. The correct title is [Newfound](#).

### 4.3 Hire Great Employees

- **Hey, Look!** On Friday, November 16, Norco College will hold a [Part-Time Faculty Job Fair](#) (click the link for more information). The purpose is to recruit, interview, and hire associate faculty in ten disciplines. Potential candidate responses so far look great, but more are needed, especially in biology, chemistry, English, electrical and manufacturing technology, history, and psychology. If you're faculty and want to be involved with interviewing that day, contact your dean of instruction.
- Welcome to Brianna Mason, new customer service clerk in Student Financial Services!
- A Disability Resource Center (DRC) director has been hired. Look for more information in coming weeks!

### 4.4 Promote Advancement Opportunities

## 5.0 **FACILITIES—Norco College will construct a beautiful, inspiring and “green” college campus with ample space for all programs and student needs.**

### 5.1 Build Critical Facilities Identified within Comprehensive Master Plan

- The constituent-based Facilities Master Plan proposal evaluation team met on October 31 to identify the highest scoring design teams to interview in the coming weeks. Recommendation for the selected firm is expected to be on the December Board of Trustees' agenda.

### 5.2 Develop and Maintain Beautiful Landscaping/Hardscaping

- The College's soccer fields recently underwent a complete preventive maintenance service as well as antimicrobial treatment and compression testing in order to protect the safety of student athletes and anyone else who may utilize the fields.
- Norco College will be replacing all lamppost banner signs with new banners that focus on the four Schools.

### 5.3 Keep Transportation Flowing and Provide Sufficient Parking

### 5.4 Build Sustainable College Campus

## 6.0 **OPERATIONS—Norco College will design professional, collaborative, efficient and intuitive**

## systems/processes.

### 6.1 Maintain Accreditation Status through Continuous Quality Improvement

- Only friendly spirits filled CSS 217 for the first-ever on-campus ACCJC training and forum the afternoon of October 31. Commission Vice President Gohar Momjian presented background and updates on ACCJC's policies and procedures and shared the ingredients for an excellent ISER (no magic wand required!). After the general meeting, individual Standard committees meet with Gohar to ask questions and receive guidance on their work-in-progress.
- Revised drafts of Standard committees' work are due by December 3. During winter session, the accreditation co-chairs will review and edit the full revised ISER in preparation for spring, when we will continue to update the self-evaluation (as needed) and work on the Quality Focus Essay.

### 6.2 Practice Effective Planning, Assessment, and Shared Governance

- **You are invited!** A series of retreats are being held this fall to discuss plans for the College. In his nor-all email of October 24 (with reminder sent on October 29) titled "The Big Us Retreats Are Here," President Reece explains that these conversations are "focused on the college we want to become over the next 20 years and how we plan to make meaningful progress toward this big goal." The Big Us Plan will shape other planning documents underway this academic year. Everyone is encouraged to participate in one of the retreats: Friday, November 2, 12:00-3:30 p.m.; Tuesday, November 6, 8:00 a.m.-12:00; Friday, November 9, 8:00 a.m.-12:00; Friday, November 9, noon-3:30 p.m. See Dr. Reece's email for more information and a link to RSVP for one of the retreats.
- Dr. Greg Aycok, dean of institutional effectiveness, and Debra Mustain, dean of community partnerships and workforce development, are taking a lead on drafting a participatory governance handbook, which will clarify and revise internal decision-making processes.

### 6.3 Develop, Organize and Implement Professional Communication Systems

- The [Technology Committee](#), at its most recent meeting, reviewed the 2017-2018 online survey results. The survey guides the College in implementing programs and services related to technology, and it assesses how the College is meeting the needs of staff in service to our students. Training needs were identified and discussed in the meeting, as was the upgrade to the new Footprints work-order system for technology requests.
- The Leading from the Middle (LFM) team recommended to Executive Cabinet an updated web presence for college committees. On the new College website, there will be a dedicated page hosting all of the committees, and each committee will have its own site where its documents can be found. Access for updating/maintaining a committee's content will be made available only to whoever is handling the task for that particular committee.
- *The new Norco College website is coming soon!* Orientation and training sessions have been held, and now work is taking place to consolidate and move vital information for prospective and current students to the new site. Dean Mustain explains in an October 24 nor-all email titled "New website coming soon . . .," "We want to be sure that everyone who has a page on the site has an opportunity to review their content with the design team." Any area/program/department or activity that currently has a webpage or would like to have a page on the new site is asked to email Debra Mustain at [debra.mustain@norcocollege.edu](mailto:debra.mustain@norcocollege.edu) to schedule a meeting with the design team.

### 6.4 Automate/Streamline/Modernize Operational Processes

- Administrative assistants are working on a standard operating procedures document to ensure accuracy and uniformity.
- Business Services is starting to use eforms for some reporting, such as employee attendance. Other areas will be coming on board as eforms are introduced in phases.

**7.0 RESOURCES—Norco College will expand general funds, increase grants, secure appropriations and raise private funds to build/sustain our vision.**

**7.1 Improve Budgeting Practices**

- The next [Business and Facilities Planning Council \(BFPC\)](#) meeting is November 13, 11:15-12:45, in ST 107. All are welcome to attend.

**7.2 Revise Resource Allocation Model**

- Dr. Michael Collins, vice president of Business Services, is taking a lead on developing resource allocation request forms and procedures for ongoing requests to support the development of Norco as a comprehensive college.

**7.3 Resource Development**

- Led by Justin Czerniak, college safety and emergency planning coordinator, the College has applied for a State Homeland Security Program grant in partnership with the RCCD Grants Office and the Riverside County Emergency Management System to help partially support an Emergency Operations Center enhancement, alert and warning system, and CERT training.

**7.4 Partnership/Collaboration Development**

- Many veterans, especially single parents, need access to high-quality and consistent childcare to help them pursue their education. The goal of Norco College's early childhood education initiative is to bring much-needed resources to veteran families in southern California. A one-minute video tells the story of Assembly Member Sabrina Cervantes's support of the College's early childhood education, workforce training, and veterans initiatives: <https://youtu.be/7p7bDI5hwqA>.
- The College has provided a formal letter of support for the City of Norco's Sustainable Communities Program Application to help bring traffic mitigation, transportation, coordinated planning, and green pedestrian solutions to our city.