NORCO COLLEGE
REGULAR UPDATE
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Regular Update Archive

February 21, 2020

Mission Statement
Norco College inspires a diverse student body by an inclusive innovative approach to learning through its pathways to transfer, professional, career and technical education, certificates, and degrees. We are proud to be a pivotal hub for scholarship, arts and culture, dynamic technologies, and partnerships. Norco College encourages self-empowerment and is dedicated to transforming the lives of our students, employees, and community.

Hello, Mustangs!

Upcoming Deadlines, Due Dates, and Key Calendar Events	
February 29	Last day for students to drop most spring semester classes with a refund Last day for students to add or elect "pass/no pass" for most spring classes
March 2-5	*Accreditation team visits Norco College*
March 8	Last day for students to drop most spring semester classes without a "W"
March 9	Census day for most spring semester courses

2030 Goal 3: (Equity) Close all student equity gaps.
- The Men of Color Mentoring Program is recruiting new students during spring. Faculty who would like a brief five-minute presentation in class may contact Justin Mendez, student success coach. All Norco College students are eligible to join. In the fall semester, there were 70 participants in the program, the majority of which were first-year students, and 63 of 70 (90%) are returning this spring semester. The program helped 45 students finish fall 2019 with above 2.5 GPA, 35 students with above 3.0, and 7 students achieved a 4.0! For more information as well as a list of planned activities for spring, see the February 13 nor-all email from Bernice Delgado with the subject line, "The Men of Color Mentoring Program Recruiting in Spring."
- The Spring 2020 Equity Workshop Series for faculty will focus on Collaborative Growth: Peer Observations. This upcoming workshop series provides the opportunity reflect and learn through peer collaboration:
  - February 27, 12:50 p.m., IT 111: Introduction to Peer Observations as a Tool for Equity Awareness (If you can't attend but want to participate, make sure to email Dan and/or Jessica; see emails below.)
  - March 12, 12:50 p.m., IT 111: Establishing Good Observation Practices & Meeting Our Peer Collaborator
  - June 4, 12:50 p.m., IT 111: What We Learned—Reflecting on Equity & the Observation Process

For more information, contact facilitators Jessica Dobson, assistant professor of English, at Jessica.Dobson@norcocollege.edu, or Dan Reade, assistant professor of English, at Dan.Reade@norcocollege.edu.

2030 Goal 4: (Professional Development) Implement professional development around Guided Pathways and equity framework; foster a culture of ongoing improvement.

- Faculty, here's an opportunity to earn Flex credit online at your own pace! A newly launched Canvas course titled Zero Textbook Cost Pathways: OER & Equity targets four areas—Open Educational Resources, Zero Cost Textbooks, Guided Pathways, and Equity. The RCCD Distance Education team led by Dr. Sheila Pisa, RCCD interim dean of distance education, has worked to make this four-module course, designed by Cabrillo College Library, available to all faculty with Canvas accounts. Flex credit will be awarded following department chair approval and district processing. Please submit your report cards as proof of attendance in Flex Track as an individual activity. For more information, see the February 3 nor-faculty email from Michael Bobo, co-chair of Norco's Distance Education Committee, with the subject line, "New Canvas Course for Faculty."

2024 Objective 4.1: Increase percentage of employees who complete Guided Pathways training from 5% to 65% (305 out of 472 employees)

- On February 12, approximately 40 attended the all-day Classified Professionals Guided Pathways Retreat designed specifically to address the work of classified professionals and the role they have in impacting student success. Classified professionals learned about Guided Pathways, Six Factors, and Student Support (Re)Defined. Congratulations to classified professionals for organizing this successful event!

Strategic Direction 2: Regional Transformation

2030 Goal 5: (Workforce and Economic Development) Reduce working poverty and the skills gap.

2024 Objective 5.4: Establish the Center for Workforce Innovation to create and expand apprenticeships and work-based learning opportunities

- The College is currently pursuing leveraging our existing Facilities Master Plan within the immediate/forthcoming projects to construct a Workforce Training Center on site at Norco College.

2030 Goal 6: (Community Partnerships) Pursue, develop, and sustain collaborative partnerships.

- A Districtwide team, including the chancellor, the presidents of Norco College and RCC, four Board of Trustee members, and other district personnel, traveled to Washington, D.C., to advocate for our legislative proposals. Prevalent themes were reauthorization of the Higher Education Act, addressing student housing and insecurity needs, and support for veterans.

2024 Objective 6.1: Establish and expand relationships with regional educational institutions

- *Wow!* All are invited to the ceremonial signing of the UCR Engineering via Norco College Pathway Transfer Guarantee on March 13, 4 p.m., in CSS 217. RSVP to Diana Meza, public affairs officer, at Diana.Meza@rccd.edu.
- A meeting is scheduled in February with Five Keys Schools and Programs, whose mission is "to advance social and restorative justice by counteracting poverty, inequity and trauma with high quality programs that offer meaningful opportunities for individuals, families and communities."

Five Keys just opened an equipping and training (EAT) cultural center in Norco, and the College is looking for possible ways to collaborate.

2024 Objective 6.2: Contribute to regional economic and workforce development by creating and expanding relationships with business and civic organizations

- The College is in exciting discussions with the Corona Naval Warfare Center about the possibility of creating a "tech bridge" at or near Norco College. The "tech bridge" is a space where higher education, industry, the city, and the Navy can collaborate on bringing innovations out of the lab to the marketplace, where the innovations can benefit the local economy and workforce. There are currently six tech bridges across the country, all associated with the Navy and universities. This would become the seventh tech bridge in the nation if it would happen.

2024 Objective 6.4: Work toward reducing recidivism through incarcerated student education

- On January 31, Norco College held its first commencement ceremony for the Prison Education Program at the California Rehabilitation Center. Twenty-eight students successfully completed their studies and earned degrees in business administration, psychology, and sociology. Six of the students graduated with distinction. Some students will continue their studies under the guidance of Pitzer College, and others will attend a California state university to complete their baccalaureate degree. Faculty, college leadership, and family members were on hand for the emotionally powerful ceremony. To read more, click here.

2024 Objective 6.5: Position the college's image and reputation as a leading academic institution in the region

- At Spring Flex Day, Dr. Monica Green, interim president, presented on the State of the College. Click here to review the PowerPoint presentation that identifies initiatives, announcements and updates, and news and events over the past year, including approval of the 2030 Educational Master Plan and revised mission statement. Dr. Green also provided a State of the College presentation to the RCCD Foundation in January.

2024 Objective 6.7: Help establish a distinct regional identity, organization, and communication among our local communities

- On February 6, Norco College sponsored the Corona Chamber of Commerce's 109th Installation & Awards dinner—a great partnership and community-support event. Four hundred community members attended. Dr. Monica Green, interim president; Dr. Wolde-Ab Isaac, RCCD chancellor; and Board of Trustees members Bill Hedrick and Jose Alcala also attended the event, along with Dr. Debra Mustain, dean of community partnerships and workforce development, and Dr. Samuel Lee, vice president of Academic Affairs.

Strategic Direction 3: College Transformation

2030 Goal 7: (Programs) Become the regional college of choice by offering a comprehensive range of programs that prepare students for the future and meet employer workforce needs.

2024 Objective 7.7: Build and support academic support services to improve student success

- Check out the Norco College Welcome to Spring 2020 video—just click here!—which highlights the college's new Engagement Centers.

2030 Goal 8: (Effectiveness, Planning, and Governance) Develop institutional effectiveness and integrated planning systems and governance structures to support ongoing development and continuous improvement as we become a comprehensive college.

2024 Objective 8.1: Make program, student, and effectiveness (including assessment) data available, usable, and clear so critical data is visible in real time

- *Hey, look!* Click here for eye-catching presentation of Norco College At-a-Glance! Here's one of the facts you'll find there: Do you know how many students enrolled at Norco College in 2018-2019? (A: 15,280!)

2024 Objective 8.2: Develop integrated planning processes that include all planning, accreditation self-study, resource allocation, and alignment with district and statewide plans based on the college mission and plans
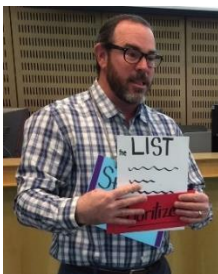
- Have you checked out the Quick Guide to Accreditation 2020 yet? This handy-dandy guide provides key college topics and processes related to accreditation, an introduction to members of the accreditation team who will be visiting us March 2-5, a one-page Norco College Alphabet Soup Dictionary, and Quick Facts—among other brief, helpful information. *Be in the know—take a look!*

- ***The accreditation visiting team will be on campus March 2-5.*** Mark your calendar for upcoming committee and council meetings, during which we'll do some more preparation in constituent groups:
  - Academic Senate workday, February 24, 12:30-4 p.m., CSS 217
  - Student Services Planning Council, February 26, 2-4 p.m., CSS 217
  - ASNC, February 26, 2:15-3 p.m., ATEC 119

  During the visit, the accreditation team will hold two open forums:
  - Tuesday, March 3, 5:30-6:30 p.m., Art Gallery
  - Wednesday, March 4, 11 a.m.-12 p.m., CSS 217

2024 Objective 8.3: Revise governance process—formalize all unwritten governance processes for more effective implementation of the Educational Master Plan
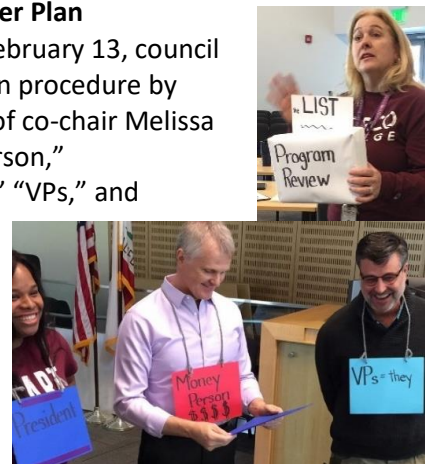

- At the ISPC winter workday on February 13, council members reviewed the resource allocation procedure by enacting the process under the direction of co-chair Melissa Bader, taking on roles such as "Money Person," "Prioritization People," "Strategic Gaggle," "VPs," and "President." In addition, the council reviewed program review and the strategic planning process as well as committee/council structure and roles/responsibilities.

2024 Objective 8.4: Develop, evaluate, and monitor our governance, decision-making, and resource allocation processes on the basis of the college mission and plans

- Business Services has developed a new Planning and Budget Manual that brings in all budget and planning processes and timelines. The manual is a quick reference tool for staff and is posted on the Business Services webpage.

2030 Goal 9: (Workplace/Employees) Expand workforce to support a comprehensive college and develop/sustain excellent workplace culture.

2024 Objective 9.3: Develop culture that recognizes/thanks employees on regular basis and celebrates college's successes

- Dr. Kevin Fleming, interim vice president of Strategic Development, has recently been invited to keynote conferences in Alaska, Ohio, Arizona, Hawaii, California, and Michigan to discuss his latest book, *(Re)Defining the Goal*. In alignment with our Guided Pathways framework, his comments focus on linking college and career, embedding work-based learning, and student educational plan innovations to ensure students have a competitive advantage after graduation.

2024 Objective 9.4: Develop strategy to maximize the number of classified, faculty, and managers involved in college governance without compromising mission-critical work

- At its February 13 workday, ISPC discussed a revised Strategic Planning Structure which will be going through the governance process. You can find a chart of this structure (draft of February 19) in the Addendum below.

2024 Objective 9.6: Develop strategy and work collaboratively with the district to increase the proportion of full-time faculty toward the 75/25 ratio

- The College participated in the January 25 California Community Colleges Job Fair near LAX. Norco College took the lead in bringing District colleges together to share a suite at the Job Fair, where institutions recruit applicants for full-time and associate faculty positions. Participation at the Job Fair is a strategy to increase equity and diversity in the hiring pool. Representing Norco College were Susan Boling, human resources liaison; Dr. Samuel Lee, vice president of Academic Affairs; the deans of instruction; and faculty from various departments: Arts, Humanities, and World Languages; Business, Engineering, and Information Technology; English; and Math. Dr. Quinton Bemiller, Academic Senate president, also participated. RCCD was one of 32 California community college districts participating, and 872 job seekers attended the event.

2030 Goal 10: (Facilities) Build a comprehensive and inspiring campus integrated into the region that serves as a destination for education, commerce, life, and the arts.

- On February 4, the management team participated in an emergency preparedness tabletop exercise utilizing the incident command system (ICS). The exercise was based on simulation of a significant earthquake taking place and impacting the campus environment.

2024 Objective 10.1: Plan and advocate for the funding needed to meet facilities growth to achieve the vision for a more comprehensive college

- The College has teamed with the District to identify state-funded capital outlay projects.

2024 Objective 10.2: Develop and maintain Facilities Master Plan

- On February 11, the Business and Facilities Planning Council reviewed the final narrative for the Facilities Master Plan, including location options for secondary sites and potential student housing on off-site locations.

2024 Objective 10.3: Build out funded projects

- Three new hydration stations have been added! They can be found (1) on the west side of the Student Services Building, (2) between the Science and Technology Building and Little Theater, and (3) on the first floor of the Library, outside the Learning Resource Center.
- Construction on the soccer field turf replacement began on February 18. Instructional classes that were scheduled to use the soccer field are being held at SilverLakes in Norco.

2024 Objective 10.6: Develop plans and strategies to capitalize on state facilities funding to maximize local project funding availability

- The College will engage end-users to begin light programming of the final project proposal for a new library and learning resource center.

2024 Objective 10.9: Develop and start implementing sustainable campus
- The District has chosen a vendor, DLR, to undertake a districtwide survey/study regarding solar feasibility.

2030 Goal 11: (Operations) Implement professional, intuitive, and technology-enhanced systems.

2024 Objective 11.2: Develop intuitive and technology-enhanced customer relations management (CRM) systems for the entire student life cycle ("from recruitment to alumni")
- The District Office is leading an effort to replace our current enterprise resource planning (ERP) software, Ellucian Colleague, potentially with Campus Management. Currently Christopher Blackmore, associate vice chancellor of information technology and learning systems, is documenting our major business processes and functional areas that would be included in a future migration. Any feedback should be routed through your area dean/vice president.

2030 Goal 12: (Resources) Develop innovative and diversified resources to build and sustain a comprehensive college and achieve our visionary goals.

- Norco College's application for Title III and V Institutional Eligibility has been approved by the U.S. Department of Education. Norco College continues to be designated as a Hispanic-Serving Institution (HSI) and as a Minority Science and Engineering Improvement Program (MSEIP). These designations permit us to apply for various federal funds (including Title V and Title III-Part E grants) and makes us eligible for a waiver of the non-federal share matching requirements under the Federal Work Study Program (FWS) the Federal Supplemental Educational Opportunity Grant Program (FSEOG) and the TRIO Student Support Services Program, among others.

2024 Objective 12.1: Plan and advocate for the general fund budget augmentations needed to meet operational demands to achieve the vision for a more comprehensive college
- Business Services has just completed an update to the Total Cost of Ownership (TCO) calculator that the college community can use to financially plan for the costs of personnel, physical facilities, and information technology. A link to the TCO Excel spreadsheet can be found on the Business Services / Planning and Budgeting Tools webpage.

2024 Objective 12.3: Support General Obligation bond campaign and implementation
- March 3 is the date for the California state primary election as well as local elections, and everyone is encouraged to get out and vote!
- On the March 3 ballot is a $715 million bond measure, Measure A, which would provide funds, through property taxes, to allow RCCD colleges to grow as well as provide upkeep for current facilities. The improvement bond needs a 55 percent approval by voters within the district boundaries. For more information on Measure A and the needs of the colleges, click here.

Strategic Direction 1: Student Transformation

2030 Goal 1: (Access) Expand college access by increasing both headcount and full-time equivalent students (FTES).

2024 Objective 1.1: Go from 7,366 to 8,759 total FTES
- As of February 18, 3009.80 FTES are enrolled for spring 2020, which is 103.4 percent of our 2,912 FTES target. We will still need to extract non-residents from this, which historically hover just above one percent. For comparison, last year on this day of registration we were at 2,960.14 FTES enrolled, 103.4 percent of target for spring 2019.

2030 Goal 2: (Success) Implement Guided Pathways framework.

- District colleges presented Guided Pathways Essential Practices: Scale of Adoption Self-Assessments at the Board of Trustees committee meeting on February 4. Click here to view the PowerPoint presentation. The self-assessment is a tool from the California Community Colleges Chancellor's Office to help colleges assess how far along they are toward adopting essential Guided Pathways practices at scale.

2024 Objective 2.6: Increase percent of students who receive financial aid from 73% to 81%

- ATHENA of the Inland Valley and the Greater Riverside Chambers of Commerce has announced the availability of a $1,000.00 scholarship for an eligible Norco College student. The mission of the ATHENA of the Inland Valley is to open doors of leadership opportunity for women through inspiration, education, cultivation and mentoring. Applicants must be knowledgeable about their chosen field of study, able to demonstrate knowledge through academic achievement, have given back to their community through public service, and served as role models and mentors to others. For more information and a link to the application, click here to visit the Student Financial Services / Scholarship Information webpage. The deadline for applications is Friday, March 6, at 4 p.m.

Addendum: Revised Strategic Planning Structure (draft of 2/19/2020)

STRATEGIC PLANNING STRUCTURE

OPERATIONAL GROUPS/ COMMITTEES	LEADERSHIP COUNCILS	INSTITUTIONAL PLANNING ACCREDITATION/GOVERNANCE	COLLEGE-LEVEL DECISION MAKING	DISTRICT-LEVEL DECISION MAKING

STUDENT SERVICES OP. GROUPS
- DIVERSITY, EQUITY, & INCLUSION COMMITTEE
- GUIDED PATHWAYS
- ENROLLMENT MANAGEMENT

STUDENT SUPPORT COUNCIL — VPSS – Standard IIC

ACADEMIC AFFAIRS OP. GROUPS
- *CURRICULUM COMMITTEE
- *TEACHING AND LEARNING COMMITTEE
- *DISTANCE EDUCATION COMMITTEE
- *DEPARTMENT LEADERSHIP - APC
- *LIBRARY ADVISORY COMMITTEE

ACADEMIC COUNCIL — VPAA – Standard IIA/B

STRATEGIC DEVELOPMENT OP. GROUPS
- PARTNERSHIPS & COMMUNICATIONS/MARKETING COMMITTEE
- *PROGRAM REVIEW COMMITTEE
- *NORCO ASSESSMENT COMMITTEE
- *PROFESSIONAL DEVELOPMENT COMMITTEE

INSTITUTIONAL EFFECTIVENESS & ADVANCEMENT COUNCIL — VPSD – Standard I/IV

BUSINESS SERVICES OP. GROUPS
- GRANTS COMMITTEE
- TECHNOLOGY COMMITTEE
- SAFETY COMMITTEE

RESOURCES COUNCIL — VPBS – Standard III

10+1 — ACADEMIC SENATE

COLLEGE COUNCIL

ASSOCIATED STUDENTS OF NORCO COLLEGE

EXECUTIVE CABINET → PRESIDENT → DISTRICT STRATEGIC PLANNING COUNCIL

CHANCELLOR'S CABINET → BOARD OF TRUSTEES

*Academic Senate Standing Committees
Prioritization
- Dept. Leadership (APC) – Faculty
- Leadership Councils – All other

Note: Institution-wide matters go to College Council. All other matters go from Leadership Councils to Executive Cabinet.

Draft 2/19/20

NORCO COLLEGE