

Institutional Strategic Planning Council (ISPC)

September 18, 2013

1:00-3:00 (ST 107)

Attendees:

- **Attendees:** Andy Aldasoro, Ruth Leal, Jocelyn Yow (ASNC), Greg Aycock, Lyn Greene, Celia Brockenbrough, Mark Lewis, Melissa Bader, Beth Gomez, Diane Dieckmeyer, Gail Zwart, Jason Parks, Andres Elizalde, Monica Green, Natalie Aceves, Deborah Makin, Ruth Smith (Recorder)
- **Absentees:** Mark DeAsis, Dominique Hitchcock, Jim Thomas
- **Guests:** Kevin Fleming, Paul Parnell, Arend Flick, Leona Crawford, Carol Farrar

Welcome: - Diane Dieckmeyer

- Welcome to second meeting.
- Welcomed Andres Elizalde and Natalie Aceves (Proctor for Ruth Jones).

Approval of Minutes: - Gail Zwart

Motion by Lyn Green, second by Mark Lewis to approve the minutes for the September 4, 2013 meeting. Motion approved with one abstention.

I. Action Items:

A. International Rectifier Partnership (Kevin Fleming)

- Need ISPC approval for partnership with International Rectifier a Temecula company that produces semiconductors.
- Offering classes at an offsite location will require a substantive change application to be submitted to ACCJC indicating that we will offer the same support to our offsite students as we do for our onsite students.
- Employees want to receive an AA Degree in electronics.
- Norco College has partnered with Mt. San Jacinto in order to provide the AA Degrees.
- Mt. San Jacinto will provide the General Ed requirements and Norco will provide the Electronics Courses. The classes will be held in International Rectifier's training classroom.
- Students will transfer their credits to Norco College. We will be the certificate and degree granting institution for all 40 AA degrees. .
- An additional part-time faculty member has been hired to teach these courses.
- International Rectifier is fully funding the program. It is cost neutral and profit generating. Approximately \$60,000 that will stay at Norco College.
- This is a ground breaking innovative partnership.

Motion by Lyn Green, second by Mark Lewis to approve the International Rectifier Partnership. Motion unanimously approved.

B. Mapping of Strategic Planning Goals (Greg Aycock)

- The purpose of the mapping is to identify which committee/group will be responsible for coordinating or tracking the completion/progress of each goal.
- The identified group will create an action plan and report progress/results to Greg's office.
- Discussed which committees/groups will be responsible for each goal/objective.
- After some discussion it was decided to allow committees time to review and map the responsible group(s) to each objective and bring it back to Greg and the ISPC for discussion at a later date.
- Greg will provide the Goals and Objectives list along with a template to help with the mapping process. Send any suggestions to Greg.

Motion by Jason Parks, second by Melissa Bader to approve the Committee Assignments to Strategic Planning Goals and Objectives – 2012-2018.

Motion by Lyn Greene, second by Deborah Makin to table the above motion until more information is provided. Motion approved.

C. Appeals Process (Gail Zwart)

- Reviewed and discussed the draft appeals process.
- Changed title of document to Appeals Process of Committee Decisions.
- Corrected numbering of items.
- Made changes to clarify that only the process can be appealed, not the decision.

Motion by Melissa Bader, second by Lyn Greene to approve the Appeals Process of Committee Decisions with the changes and corrections discussed. Motion approved.

II. Information Items:

A. Self-Evaluation Report 1st Reading (Arend Flick)

- Have about 10 more days to review and provide suggestions/comments. Please provide a page number and the section number with any comments.
- Note any misrepresentations or errors.
- The Steering Committee is still working hard to complete the document.

B. Review of ISPC Membership (Gail Zwart)

- Reviewed the ISPC Membership Term/Election information that was approved at the May 16, 2012 ISPC meeting.
- Noted that one position was not on the list and needs to be added. The Academic Senate At-large position (Deborah Makin) is not on the list.

C. Proposal to Revise Council Membership 1st Reading (Leona Crawford)

- Leona shared that the BFPC has elected their staff chair, completing their tri-chair structure.
- The proposal to revise the council membership to include five classified staff was reviewed.
- The Council discussed the importance of making sure that quorum is met. Stated that members need to realize that being on the council is an important commitment.
- Suggestion to be strategic when selecting the classified members to make sure that all areas are represented.

D. Legacy Committee Report (Monica Green)

- Shared PowerPoint presentation that included committee mission statement, membership list, activities/events and accomplishments.
- Meets monthly and everyone is welcome.
- Reviewed the ways that ISPC can support Legacy.
- Looking for full college support for funding.
- Would like to find a way to institutionalize the committee and partner with other college events.

E. Facilities Master Plan Update (Beth Gomez)

- Master Plan will be completed today.
- The last two items that needed to be vetted in the document were the secondary vehicular access and the “Looking Ahead” section.
- Have revised approval schedule. Master Plan will go before the BOT, at Norco, on October 15.

III. Open Hearing:

- Norco will have several presenters (Melissa Bader, Monica Green, Bob Prior and Carol Farrar) at the Student Success and Support Programs Summit in Sacramento next week.
- Dr. Parnell will be taking group to Los Angeles for the Institute for Equity, Effectiveness and Excellence at Hispanic Serving Institutions.

Adjourned - 2:55



International Rectifier Partnership

(Delivery of a program of study at an offsite location)

Purpose: The purpose of this document is to share the details related to the Digital Electronics AS degree that is being delivered at an offsite, employer's location.

Overview: Norco College, RCCD and Mt. San Jacinto College have partnered to deliver the Digital Electronics AS Degree program to employees of International Rectifier (IR) located in Temecula, CA. IR is fully funding the program. This three year program includes two cohorts of students (20 each) completing the general education requirements with MSJC and the electronics courses with Norco College. The electronics classes will be held at IR in their training classroom. RCCD is the fiscal agent for the Norco College classes. This partnership was approved by the Board of Trustees at our August meeting. Offering classes at an offsite location will require a substantive change application to be submitted to ACCJC. A new part-time faculty member has been hired to teach these courses. Norco College will be the certificate and degree granting institution for all forty AS degrees.

Benefits: Providing innovative educational opportunities for our students, our community, and its workforce is the cornerstone of our mission. Having the opportunity to teach and evaluate our program in a real world environment, at the same time partnering with industry and their incumbent workforce, creates benefits for not only the department/discipline but the college as a whole. Collaborating with our District offices, neighboring community colleges and meeting the needs of industry, while at the same time addressing our educational planning goals, are also a fundamental component of our mission. Below are the strategic goals that this program positively affects:

- **Goal 1: Increase Student Achievement and Success**
- **Goal 3: Increase Student Access**
- **Goal 4: Create Effective Community Partnerships**
- **Goal 5: Strengthen Student Learning**

Contract amount: \$298,652.00

Instructor costs: \$120,000 (associate faculty rate)

Net Revenue: \$60,000.00 (Norco)

Net revenue will be reinvested to enhance the Electronics program at Norco College.

Coordinating Department: Career & Technical Education (CTE)

Fiscal Impact: positive

Course Schedule: (over)

Course Schedule

Session	Length (weeks)	Start-End Dates	Course
Fall 2013	16	Aug 26 –Dec 13	ELE-11, DC (Direct Current) Electronics
Spring 2014	16	Feb 18 – June 12	ELE-13, AC (Alternating Current) Electronics
Summer 2014	6	June- July	ELE-25, Digital Techniques
Fall 2014	16	Aug - Dec	ELE-26, Microprocessors & Microcontrollers
Spring 2015	16	Feb - June	ELE-27, Technical Communications
Summer 2015	6	June- July	ELE-64, Programmable Logic Controllers
Fall 2015	16	Aug - Dec	ELE-23, Devices & Circuits
Spring 2016	16	Feb - June	ELE-28, Electronics CAD (Computer Aided Design)

Career & Technical Education at Norco College provides technical and academic skills designed to prepare learners to pursue a successful career in an increasingly competitive job market, further educational opportunity and promote lifelong learning.

COMMITTEE ASSIGNMENTS TO STRATEGIC PLANNING GOALS AND OBJECTIVES - 2013-2018

Goal 1 INCREASE STUDENT ACHIEVEMENT AND SUCCESS

Obj 1	TAG	Improve transfer preparedness (completes 60 transferable units with a 2.0 GPA or higher).
Obj 2	TAG	Improve transfer rate by 10% over 5 years.
Obj 3	SSC	Increase the percentage of basic skills students who complete the basic skills pipeline by supporting the development of alternatives to traditional basic skills curriculum.
Obj 4	SSC	Improve persistence rates by 5% over 5 years (fall-spring; fall-fall).
Obj 5	SSC	Increase completion rate of degrees and certificates over 6 years.
Obj 6	SSC	Increase success and retention rates.
Obj 7	SSC	Increase percentage of students who complete 15 units, 30 units, 60 units.
Obj 8	SSC	Increase the percentage of students who begin addressing basic skills needs in their first year.
Obj 9	SSC	Decrease the success gap of students in online courses as compared to face-to-face instruction.
Obj 10	SSC	Increase course completion, certificate and degree completion, and transfer rates of underrepresented students.

Goal 2 IMPROVE THE QUALITY OF STUDENT LIFE

Obj 1	SSC	Increase student engagement (faculty and student interaction, active learning, student effort, support for learners).
Obj 2	ASNC	Increase frequency of student participation in co-curricular activities.
Obj 3	SSPC	Increase student satisfaction and importance ratings for student support services.
Obj 4	ASNC	Increase the percentage of students who consider the college environment to be inclusive.
Obj 5	Legacy	Decrease the percentage of students who experience unfair treatment based on diversity-related characteristics.
Obj 6	SSPC/SSC	Increase current students' awareness about college resources dedicated to student success.

Goal 3 INCREASE STUDENT ACCESS

Obj 1	SSPC	Increase percentage of students who declare an educational goal.
Obj 2	SSPC	Increase percentage of new students who develop an educational plan.
Obj 3	SSPC	Increase percentage of continuing students who develop an educational plan.
Obj 4	SSC	Insure the distribution of our student population is reflective of the communities we serve.
Obj 5	APC	Reduce scheduling conflicts that negatively impact student completion of degrees and programs.

COMMITTEE ASSIGNMENTS TO STRATEGIC PLANNING GOALS AND OBJECTIVES - 2013-2018

Goal 4 CREATE EFFECTIVE COMMUNITY PARTNERSHIPS

Obj 1	GAC/SSC	Increase the number of students who participate in summer bridge programs or boot camps.
Obj 2		Increase the number of industry partners who participate in industry advisory council activities.
Obj 3	ASNC	Increase the number of dollars available through scholarships for Norco College students.
Obj 4		Increase institutional awareness of partnerships, internships, and job
Obj 5	SSPC	Continue the success of Kennedy Partnership (percent of students 2.5 GPA+, number of students in co-curricular activities, number of
Obj 6		Increase community partnerships.
Obj 7		Increase institutional awareness of community partnerships.
Obj 8	GAC	Increase external funding sources which support college programs and initiatives.

Goal 5 STRENGTHEN STUDENT LEARNING

Obj 1	PRC	100% of units (disciplines, Student Support Service areas, administrative units) will conduct systematic program reviews.
Obj 2	NAC/SSPC	Increase the percentage of student learning and service area outcomes assessments that utilize authentic methods.
Obj 3	NAC	Increase the percentage of programs that conduct program level outcomes assessment that closes the loop.
Obj 4	NAC/DE	Increase assessment of student learning in online courses to ensure that it is consistent with student learning in face-to-face courses.
Obj 5	PDC	Increase the number of faculty development workshops focusing on pedagogy each academic year.

Goal 6 DEMONSTRATE EFFECTIVE PLANNING PROCESSES

Obj 1	APC/ISPC	Increase the use of data to enhance effective enrollment management strategies.
Obj 2	ISPC	Systematically assess the effectiveness of strategic planning committees and councils.
Obj 3	APC/BFPC/ISPC/SSPC	Ensure that resource allocation is tied to planning.
Obj 4	TC	Institutionalize the current Technology Plan.
Obj 5	BFPC	Revise the Facilities Master Plan.

Goal 7 STRENGTHEN OUR COMMITMENT TO OUR EMPLOYEES

Obj 1	PDC	Provide professional development activities for all employees.
Obj 2	Legacy	Increase the percentage of employees who consider the college environment to be inclusive.
Obj 3	Legacy	Decrease the percentage of employees who experience unfair treatment based on diversity-related characteristics.
Obj 4	Legacy	Increase participation in events and celebrations related to inclusiveness.
Obj 5	PDC/Safety	Implement programs that support the safety, health, and wellness of our college community.

Appeals Process of Committee Decisions

The Appeals process is used in a situation in which a faculty, staff, or administrator believes that the strategic process was not followed in arriving at a decision.

1. A committee of the ISPC tri-chairs convenes. If one of the tri-chairs was involved in the committee in question a designee will be appointed by another tri-chair to serve on the appeals committee. The appeals committee will be comprised of one administrator, one faculty, and one classified staff.
2. The petitioner provides a report to the tri-chairs (or their designee(s)) with a written document outlining their appeal of the process.
3. Co-Chairs of the Committee in question provide a (rebuttal) report to chairs of ISPC outlining the process used in making the decision and the reasoning for the decision made.
4. The Tri-Chairs of ISPC will review the process that was followed in the course of the committee's decision and make a determination for a resolution and report back to both parties.
5. If a petitioner submits an appeal pertaining to a decision made by the ISPC, the president shall appoint three co-chairs (staff, faculty, and administrator) from three separate and unrelated committees to implement the process noted above.
6. The final determination/recommendation will be given to the President for a final decision.

Note: The appeals process reviews the *process* of the committee during the course of its evaluation of a proposal. It does not re-evaluate the *content* of the proposal itself. Committee decisions will only be overturned on the bases of errors in the process. Content appeals should be directed to the respective committee.

ISPC Membership – Term/Election of Members/Chair – Dr. Diane Dieckmeyer
(From ISPC Minutes – May 16, 2012)

- Discussion on length of terms for members and chairs. Remember that we will have an accreditation visit in Spring 2014.
- APC chair is elected every year and senate president is elected every three years. No official term for Enrollment Rep for the district.
- Suggestion to have an election to select faculty members.
- Staff members expressed concern about length of their terms. Discussion that staff member terms could be different from the length of faculty member terms. Jefferson will talk with staff at Friday's union meeting.
- Administrative positions will be discussed at the cabinet meeting to determine any changes in their terms.
- Discussion on the Chair position. Suggestion that Chair position could be one year position, elected by the membership and selected from within the current membership.
- Academic Senate will have an election for an at-large position.

Recap - Membership of ISPC

- Academic Senate President
- Chair of Chairs (APC)
- VP Student Services
- VP Academic Affairs
- VP Business Services
- Dean of Student Success
- CTE Faculty & Grants Advisory Representative
- CTE Faculty
- Faculty Representative to District Enrollment Management Task Force
- Basic Skills Faculty
- Library Faculty Member
- ASNC Representative
- Director of Enrollment Services
- Staff Members (3)
- Transfer Faculty Member

Motion by Jason Rey, second by Mark DeAsis to include an at-large position on the ISPC. The at-large position will be a faculty member appointed by the Academic Senate. The Enrollment Management position will continue to be appointed by the Academic Senate, voting will take place at the end of April, beginning of May and the election cycle for the remaining positions will be as follows:

Basic Skills Faculty _____ Spring 2013 for Fall 2013 \
Academic Senate President /

Transfer Faculty ___ Spring 2014 for Fall 2014 \ Every 3 yrs. thereafter
CTE Faculty – Grants Advisory /

CTE Faculty _____ Spring 2015 for Fall 2015 /
At-Large Faculty /

Motion unanimously approved.

Motion by Melissa Bader, second by Sharon Crasnow that the chair of the ISPC will be elected annually from the members who have had one year of service, at the end of the meeting of the first year. Motion approved with one member opposed.

- The membership discussed the possibility of writing by-laws in order to have everything together in one document.


Proposal to Revise Council Memberships

September 2013

In an effort to further comprehensive shared governance, it is proposed that the strategic planning councils of ISPC, BFPC, and SSPC increase the number of classified staff on each council to a minimum of five (5) members. At present, the number of staff membership on each council varies and this proposal would build consistency and provide broader input from staff in key strategic areas. In addition, the increased number of staff will ensure that while a staff co-chair is elected to each council as per the Tri-Chair System, a loss of classified votes will not occur on any issue brought forth to the councils, resulting in an equitable share of votes.

Recommended Timeline:

- ISPC will place on its agenda the proposal of increasing the number of classified staff membership on the strategic planning councils of ISPC, BFPC, and SSPC to a minimum of five classified staff per council at its next meeting and then through the strategic planning process.
- After the staff council membership proposal is approved and staff is appointed to the councils, the classified co-chair nominations may take place on ISPC's agenda as well as the other planning councils.
- An appropriate voting process will then occur to ensure equitable participation on the part of classified staff on each council.



Norco Legacy Committee

Fall 2013 Report

Patricia Gill, Co-Chair
Monica Green, Co-Chair
Beverly Wimer, Co-Chair

Mission Statement:

Norco Legacy is a diverse group of colleagues that represents the Norco College family. We are building a culture of practices to promote inclusiveness, dialog, community, and harmony. As ambassadors of the College, we aspire to model and facilitate respectful interactions with an appreciation for diversity. In promoting, understanding, and valuing a diverse humanity, we address and embrace the relevant concerns and needs within our community. We respond to current issues as well as plan for the future by developing policy, programs, and activities.

Adopted 1 22 10

Committee Info

* Friday Fall/Spring 10:30am-12:00pm ST107

- Monica Green (Co-Chair), Vice President, Student Services
- Patricia Gill (Co-Chair), Educational Advisor, Student Support Services
- Beverly Wimer (Co-Chair), Associate Professor, Physical Education
- Associated Students, Norco College representative - Albert Clewando
- Cheryl Seeman, Director, Diversity, Equity, and Compliance
- Randy Burroughs, Custodian, Facilities
- Bernice Delgado, Grants Administrative Specialist
- Alicia Gray, Associate Professor, Anthropology
- Tracy Galik, Associate Faculty, Psychology
- Tricia Henderson, Administrative Assistant, Student Services
- Ruth Jones, College Receptionist, Student Activities
- Julie Mendes, Director, Upward Bound Program (LNU2D)
- Jan Murto, Assistant Professor, Speech Communications
- Damon Nance, Dean, Technology & Learning Resources
- Lisa Nelson, Associate Professor, English
- Hetal Patel, Human Resources Specialist III
- Tanya Wilson, Administrative Assistant, Student Services
- Simon Wright, Custodian, Facilities

We welcome you.
 We welcome people of any race, gender identity or expression, ethnicity, size, nationality, sexual orientation, ability level, religion, culture, subculture, and political opinion. We welcome activists, artists, bloggers, crafters, dietitians, musicians, photographers, readers, writers, ordinary people, extraordinary people, and everyone in between. We welcome people who want to change the world, people who want to keep in touch with friends, people who want to make great art, and people who just need a wonderful place to learn.

Come dream with us.

Activities/Events

- A Ticket for your Thoughts Project
- "Becoming Chaz" Film Screening
- "Blue Eyed" by Jane Elliott Film Screening
- Bucky Sinister: Featured Speaker
- Building Relationships between Generations in the Workforce
- Clara Knopfer: Holocaust Survivor and Author
- "Crash" Film Screening
- "Crooked Beauty-Navigating the Space Between Brilliance & Madness" Film Screening
- Día de los Muertos / Day of the Dead Event
- Dialogue on Race featuring Dr. Carlos Cortés and Dr. Yolanda Moses
- Diversity Appreciation Month
- Diversity Tree Dedication and Earth Day Celebration
- Equity Monitor Training: Perceiving Interpersonal Interactions through an Unbiased Lens
- "Freedom Writers" Film Screening
- "It Gets Better" Project - LGBT Awareness presented by ALLY
- "Not Just Ramps" Theater Production by "had to be"
- "Not Until You Know My Story" Theatrical Production by "had to be"
- Shirley J. Davis Memorial Bench Dedication
- "The Help Group": Jason Bolton Speaks on Autism
- "Understanding and Engaging Under-Resourced College Students" by Karla Krödel
- Women's History Month 2010
- Diversity Awareness Posters

Accomplishments

- * Touched on sensitive issues that most people are afraid to talk about and created an environment of emotional safety and openness.
- * Institutionalized Norco Legacy
- * Students are encouraged to find out the faculty, staff, and administrators want to know about current issues/problems surrounding diversity.
- * Leaving a physical mark on the college as well as an intellectual one (Diversity tree, memorial bench)

Challenges

- * Low college-wide participation (staff/faculty/administrators)
- * Showcasing our events and scheduling
- * Funding

Support from ISPC

- * Encourage staff/faculty to attend events & activities
- * Address resource development for committee needs
- * Give Norco Legacy direction:
What can Norco Legacy do to help the college accomplish the diversity-related goals & how can we collect data to measure the committee's effectiveness?

What should ISPC be aware of?

- * Structural changes in the committee
- * Fall 2013 – Internal Strategic Planning Focus
 - * Assessment/evaluation
 - * Event participation
 - * Faculty/staff engagement
 - * Resource development
 - * Advocacy
 - * Supporting instruction