

MINUTES

Institutional Strategic Planning Council (ISPC)

June 3, 2015

2:00-3:00 (ST 107)

Attendees:

- **Attendees:**

Ruth Leal (Staff-Instructional Production Specialist *ISPC Chair*)

Melissa Bader (Faculty Rep to District EMTF *ISPC Chair*)

Diane Dieckmeyer (VP Academic Affairs *ISPC Chair*)

Deborah Tompsett-Makin (At-Large)

Ana Molina (Staff-Administrative Assistant II)

Diann Thursby (Staff-Accounting Services Clerk)

Collin Pacillo (ASNC President)

Barbara Moore (Transfer Faculty)

Beth Gomez (VP Business Services)

Jim Thomas (CTE Faculty)

Monica Green (VP Student Services)

Greg Aycok (Dean, Institutional Effectiveness)

Ruth Jones-Santos (Staff-Administrative Assistant II)

John Coverdale (CTE & Grants Advisory Rep)

Natalie Aceves (Staff-Educational Advisor)

Celia Brockenbrough (Library Faculty)

David Mills (Basic Skills Faculty)

Peggy Campo (Academic Senate President)

Debra Creswell (recorder)

- **Absentees:**

Jason Parks (Chair of Chairs – APC)

Mark DeAsis (Dean, Admissions and Records)

- **Guests:** Colleen Molko, Kevin Fleming, Paul Parnell, Carol Farrar, Koji Uesugi, Arend Flick, Gustavo Ocegüera

Approval of Minutes

Approval of Minutes for May 20, 2015.

Motion by Diann Thursby, second by Deborah Tompsett-Makin to approve the minutes from the May 20, 2015 meeting. Motion approved, with one abstention.

I. **Action Items:**

A. Substantive Change for Electrician Apprenticeship (Kevin Fleming)

- A Substantive Change Proposal was submitted to ACCJC verifying that accreditation standards will be upheld at the off-site location where the Electrician Apprenticeship Program will be taught.
- Students will have full access to services and counseling, etc., just as those students who take classes on campus.
- This refers to the union apprenticeship program which will be taught at the IBEW location. Classes will start in the fall semester.

Motion by Jim Thomas, second by Monica Green to approve the Substantive Change. Motion approved.

II. **Information Items:**

A. Student Success Committee Report (Monica Green)

- Monica reported on the efforts of the Student Success Committee by reviewing the Action Plans and Activities which tie to the strategic goals of the college: (1) Increase Student Achievement and Success, (2) Improve the Quality of Student Life, (3) Increase Student Access, and (4) Create Effective Community Partnerships.
- The committee welcomes input on the action plans and activities.
- The new faculty chair is Andres Elizalde.
- Discussion: maybe some of the activities can be handed off to other committees.
- The activities need to be evaluated to ensure they continue to match the goals and objectives.

B. Completion Initiative Dates (Diane Dieckmeyer)

- Diane reviewed the low completion rates for under-performing student groups. The Senate supports having a couple of working sessions in the summer to strategize how to turn those numbers around and help students complete degrees and/or transfer to 4-year institutions.
- Thirteen faculty responded to her request and their special project forms have been submitted for July 22 and 23, from noon to 4pm.
- Everyone is invited to attend, and hopefully we can have an implementation plan ready for the fall semester.

III. Open Hearing:

- Dr. Tompsett-Makin reminded everyone that faculty are voting on the ISPC CTE faculty rep.
- At the COTW meeting on Thursday, Dr. Dieckmeyer will be giving away Starbucks cards.
- Dr. Parnell reported that Norco was awarded the Career Pathways Trust Grant, the largest grant for the District to date. The NSF grant was also renewed.
- Ruth Leal thanked everyone for their participation during the past year.

Adjourned: 2:35pm

STUDENT SUCCESS COMMITTEE REPORT

JUNE 2015

COMMITTEE STATEMENT OF PURPOSE

Through the integrated efforts of academic and student services, the Student Success Committee supports all students in achieving their stated educational goals by responding to evolving student academic needs. The committee engages in research, analysis, dialogue and implementation of initiatives to ensure college access and improve student success.

STRATEGIC GOALS AND OBJECTIVES THAT APPLY TO THIS COMMITTEE:

The Student Success Committee is linked to 17 of the 44 strategic objectives within four of seven strategic goals. Over the course of the year, the committee brainstormed activities related to all 17 objectives. Due to the breadth of activities, the committee ranked the activities of importance and is currently working on the top five or so activities within each goal. The following documents the progress on the top activities within each goal. To view the committee's entire set of action plans, please visit the Student Success Committee webpage.

GOAL 1: INCREASE STUDENT ACHIEVEMENT AND SUCCESS

Objective 1: Improve transfer preparedness (completes 60 transferable units with a 2.0 GPA or higher).

Objective 2: Improve transfer rate by 10% over 5 years.

Objective 3: Increase the percentage of basic skills students who complete the basic skills pipeline by supporting the development of alternatives to traditional basic skills curriculum.

Objective 4: Improve persistence rates by 5% over 5 years (fall-spring; fall-fall).

Objective 5: Increase completion rate of degrees and certificates over 6 years.

Objective 6: Increase success and retention rates.

Objective 7: Increase percentage of students who complete 15 units, 30 units, 60 units.

Objective 8: Increase the percentage of students who begin addressing basic skills needs in their first year.

Objective 10: Increase course completion, certificate and degree completion, and transfer rates of underrepresented students.

ACTION PLANS

Activity	Contact(s)	Next Step
Identify and contact students with 30 transferable units	Patti Brusca, Natalie Aceves, Marissa Iliscupidez	Report requested 3/19/15. Mnemonic created and Natalie has rights to run report. Natalie drafted the verbiage for email. Emails will be sent out annually.
Summer Advantage	Monica Green	Annual report posted on Institutional Research web page.
Increase guidance prior to assessment test by modifying the order of Orientation/Assessment/Counseling	Patti Brusca, Koji Uesugi, Counseling	Patti sent an email to Scott Tracy 3/16/15 and 4/9/15 asking about the feasibility of changing the order.

		Koji will take IT's information to the Counseling group.
Address success rate within acceleration courses (ENG80 & MAT65) by providing additional academic student support	Andres Elizalde , Jason Parks, Gustavo Ocegüera, Emile Bradshaw	Possibly use Student Equity money to train tutors on how to tutor ENG 80 and MAT 65 students.
EAP – data analysis and possible institutionalization	Carol Farrar	In progress

GOAL 2: IMPROVE THE QUALITY OF STUDENT LIFE

Objective 1: Increase student engagement (faculty and student interaction, active learning, student effort, support for learners).

Objective 6: Increase current students' awareness about college resources dedicated to student success.

ACTION PLANS

Activity	Contact(s)	Next Step
Culturally-relevant professional development training to understand our student population	Gustavo Ocegüera, Monica Green	Obtain 13/14 list of PDC professional trainings to determine how to capture data. Monica will email Ana-Marie Olaerts to determine how they capture data. Assessment of data will be used to make recommendations for future trainings.
Research what “college hour” has become... establish what it should be (may lead to new Policy change)	John Moore, Carol Farrar	John and Carol will meet to determine best course of action to research college hour and report back to SSC in 15FAL.
Increase community events and workshops on campus	John Moore, Bev Wimer	John will provide update each semester of scheduled workshops. John will set numbers for 14/15. Bev will work with PDC to obtain 14/15 baseline data.
Focus on ways to encourage/require fulltime enrollment	SSC Co-Chairs	Request trend data from Institutional Research. Review data at SSC meeting to determine appropriate action based upon data.
Scheduling – early bird, afternoon, evening tracks	Carol Farrar	Take to APC to explore viable options for implementation.

GOAL 3: INCREASE STUDENT ACCESS

Objective 1: Increase percentage of students who declare an educational goal.

Objective 2: Increase percentage of new students who develop an educational plan.

Objective 3: Increase percentage of continuing students who develop an educational plan.

Objective 4: Ensure the distribution of our student population is reflective of the communities we serve.

Objective 5: Reduce scheduling conflicts that negatively impact student completion of degrees and programs.

ACTION PLANS

Activity	Contact(s)	Next Step
SEP Classroom Outreach (aka "SEP Marathon)	Marissa Iliscupidez	Pre/post data compiled for 2 classroom outreach so far; 3/30 & 4/8. Trying to schedule at least 3 more before end of semester. Counseling to report out in Spring (May) of implementation of these areas.
SEP Workshops for students	Marissa Iliscupidez	Did not offer generalized SEP workshops to students (Program Specific, ADT, AOE). Need to move to 2015-16.
Group Counseling in classrooms (SEP development)	Marissa Iliscupidez	Worked with Construction Faculty member. Offered SEP workshops in 4 Construction Technology sections. SEP workshops conducted in 4 of 6 sections of ENG 80; Remaining 2 sections have been scheduled for SEP workshops in May. GUI 47 section scheduled for May. Counseling to report out in Spring (May) of implementation of these areas.
Expanded Online Counseling (Preptalk)	Marissa Iliscupidez	9 online workshops offered in 15SPR. Appointments available to students enrolled in fully online. Need to increase awareness of this service to online students as it is being under-utilized. Sent email to all DE instructors. Will send email to DE students the week of April 27. Counseling to report out in

		Spring (May) of implementation of these areas.
Monitor distribution of student population served annually	Gustavo Ocegüera	Request report from Institutional Research of 14/15 student population served compared to our community and report out in 15FAL to SSC.

GOAL 4: CREATE EFFECTIVE COMMUNITY PARTNERSHIPS

Objective 1: Increase the number of students who participate in summer bridge programs or boot camps.

ACTION PLANS

Activity	Contact(s)	Next Step
Summer Advantage	Monica Green	Annual report posted on Institutional Research web page.

HOW DOES THE COMMITTEE ALIGN WITH NORCO'S COLLEGE MISSION?

- The committee promotes collaboration through the integrated efforts of academic and student services.
- The committee encourages an inclusive, innovative approach to learning through research analysis, dialogue, and initiative implementation.
- The committee contributes to the development and implementation of the College's Student Equity Plan, Student Success & Support Program Plan, and Basic Skills Plan supporting the mission to provide foundational skills and pathways for educational attainment.

CHANGES

- Andres Elizalde, Associate Professor of English, elected as committee co-chair
- Shift from Academic Senate standing committee to a standing Strategic Planning committee
- Considerable committee contribution to the development of the College's new Student Equity and Student Success & Support Program Plans

ASSISTANCE NEEDED FROM ISPC

- Guidance on the expectations of maintaining and consolidating action plans across committees and councils
- Establish a periodic compilation and review of the action plan progress
- While the committee membership is strong, not all academic departments are represented in the membership

2014-2015 COMMITTEE MEMBERS:

- **Monica Green (Co-Chair), Vice President, Student Services**
- **Andres Elizalde (Co-Chair), Associate Professor, English**
- **Patti Brusca (Co-Chair), Matriculation Program Assistant**
- Natalie Aceves, Educational Advisor, Transfer Center
- Cynthia Acosta, Counseling Clerk III, Counseling
- Mejghan Ahmadi, Visiting Assistant Professor, Counseling
- Greg Aycock, Dean, Institutional Effectiveness
- Kimberly Bell, Learning Disabilities Specialist/Counselor, Disability Resource Center
- Sarah Burnett, Associate Professor, Early Childhood Education
- Mark DeAsis, Dean, Admissions & Records
- Diane Dieckmeyer, Vice President, Academic Affairs
- Ladylyn Dominguez, Assistant Professor, Counseling
- Carol Farrar, Dean, Instruction
- Steven Gonzalez, Educational Advisor
- Marissa Iliscupidez, Assistant Professor, Counseling
- Daniela McCarson, Assistant Dean, CalWORKs & Special Funded Programs
- Alicia Montemayor, Student Services Technician
- John Moore, Associate Professor, Counseling
- Damon Nance, Dean, Technology & Learning Resources
- Gustavo Ocegüera, Associate Dean, Grants & College Support Programs/Proj Dir
- Jason Parks, Associate Professor, Mathematics
- Rita Perez, Counseling Clerk II
- Gabriela Ramirez, Student Success Specialist
- Sahib Sattar, Educational Advisor
- Margarita Shirinian, Associate Professor, English As a Second Language
- Deborah Smith, Associate Professor, Mathematics
- Koji Uesugi, Dean, Student Services
- Paul Van Hulle, Associate Professor, Manufacturing Technology
- Ben Vargas, Student Representative
- Bev Wimer, Associate Professor, Kinesiology