

## MINUTES

### **Institutional Strategic Planning Council (ISPC)**

May 4, 2016

1:00 – 3:00 (ST 107)

#### **Attendees**

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

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

Celia Brockenbrough (Library Faculty)

Chris Poole (Staff)

David Mills (Basic Skills Faculty)

Barbara Moore (Transfer Faculty)

Tricia Hodawanus (Staff)

Jason Parks (Chair of Chairs – APC)

Robbie Bishara (ASNC)

Natalie Aceves (Staff)

Greg Aycock (Institutional Effectiveness)

Monic Green (VP Student Services)

Ana Molina (Staff)

Peggy Campo (Academic Senate President)

Beth Gomez (VP Business Services)

Lorena Patton

Laurie Hankins (Recorder)

#### **Absent**

Jim Thomas (CTE Faculty)

Mark DeAsis (Dean of Admissions and Records)

Kevin Fleming (CTE)

Siobhan Freitas (At Large)

**Diane Dieckmeyer (VP Academic Affairs \*ISPC Chair\*)** Attending conference

**Guests:** Caitlyn Welch, Dr. Hendrick, Gustavo Ocegüera, Shirley McGraw, Lisa McAllister, Kris Anderson

#### **Approval of Minutes**

Approval of Minutes for April 6, 2016

**Motion by Chris Poole and seconded by David Mills to approve the minutes from the April 6, 2016 meeting with the following corrections: Change spelling on Suzie Schepler. Motion approved with four abstentions.**

I. **Action Items**

**A. ISPC Co-chair elections (Greg Aycock)**

Ballots handed out, collected, and tallied:

- Melissa Bader **affirmed** as Faculty Chair
- Ruth Leal **affirmed** as Staff Chair

Discussion: Consider increasing term from two to three years. A two year service is not long enough to have a full understanding. **Will bring discussion back in the fall.**

**B. Completion Initiative (Melissa Bader, Jason Parks)**

Work on the Completion Initiative was reviewed with the committee.

This body is being asked to affirm if they want to continue. There has been lots of interest

- Presented ideas at State Academic Senate
- Attention from Aspen
- College Completion money

Took to Academic Senate for approval-what are the next steps?

- Summer workgroup discussed
- Establish timeline for implementation
- Identify resources
- Continue Professional Development training

This initiative was brainstormed for over one year.

Call for question: Motion for the ISPC to endorse the Completion Initiative - Peggy Campo/Robbie Bisharra **MSC**

Discussion: It should be noted that five members of ISPC are also voting members of the Academic Senate. We should move in the direction of having a greater scope of committee members. Theoretically, the same people should not be approving as it moves through shared governance. Senate makeup is changing.

II. **Information Items**

**A. HIS-STEM Grant (Lorena Patton)**

Currently working with Maryann and Rebecca from the Grants office. Various grant teams met to vet ideas for strengthening transfer in Engineering and matriculation in STEM (STEM<sup>2</sup>Pathways

Overview:

- \$1.2 annually
- Funding Oct 2016 thru September 2021
- Direct funding \$750,000
- Indirect funding \$450,000 (37.5%)
- Deadline for submission is May 31, 2016
- 3 tiers: Academic-Outreach-Research

Discussion: What happens in 2021 when grant is finished? Courses will still be offered, but the services provided by the grant will end. Currently only one class is supported by the grant. We cannot claim FTES on piloted courses. Goals are very ambitious. Lorena will talk to Greg about the goals and objectives.

Staff planning was reviewed:

- We do not have an outreach specialist or student ambassador.

### **B. Emergency Operations Plan-First Reading (Lisa McAllister)**

This is a very long document, 300 pages. This is a District plan, not specifically Norco's. There is a template available to use for our own plan. The document covers many different types of emergencies. It is meant to be flexible. Expect modifications. The plan is available to view on the Intranet. Lisa will return on May 18 for a vote and further discussion if needed.

### **C. District Enrollment Management Committee Update (Melissa Bader)**

- The committee met on April 27 and discussed the drop and refund dates. Mark investigated other institutions. About 1/3 of the institutions use the same date for both drops and refunds.
- Drop for non-payment is still being investigated. About 400-500 students are affected.
- The numbers are in for P2 reporting. Better, but still down by 298 for the district. Numbers are getting stronger. Norco is meeting their target.
- Post cards are being sent out to the community this week. Norco is leading the charge. Consider changing the link on the card to see what marketing is working. Are postcards available for the faculty? Peggy will email Dr. Dieckmeyer.
- FTES doing well
- Finishing up with fall very shortly. Summer is a wrap. Summer is currently around 500 FTE.

### **D. Institutional Effectiveness and Planning Survey (Greg Aycock)**

The Committee of the Whole and the Accreditation surveys were combined. Survey is broader than the Planning Council Survey. Concept reviewed. Timeline Mid to late May. Greg is requesting your input.

- Are we missing any elements? Consider adding Mood of institution.
- Are we going in the right direction (Equity & Success)
- Is mission stated on the survey?

### **E. District Strategic Planning Council Update (DSPC) (Ruth Leal)**

- Group met on April 8, 2016. Aaron Brown went through the budget. Will be coming to the DSPC for vote this year.
- Talked about the stability plan and reserves. Little deviation this year. Colleges can keep the carryover.
- Discussed Data Reporting Workgroup.

### **III. Committee Reports**

None

### **IV. Open Hearing**

- President Hendrick discussed with the committee some issues surrounding the position of the Vice Chancellor of Institutional Effectiveness and Strategic Planning.
- Some portion of the work now being done by Sylvia Thomas may gravitate to the individual colleges. Dr. Hedrick will have further discussion with the Chancellor.
- A committee is now being formed for the Presidents Search Committee. This will hopefully be done by June with the search being done over summer.
- The Chancellor will select from three names.
- Best guess on a start date is January 1, 2017.

Meeting adjourned

Next meeting May 18, 2016 1:00-3:00pm ST-107