Minutes
Institutional Strategic Planning Council
March 15, 2017
ST 107 (1:00-3:00pm)

Members:

Ruth Leal (Staff-Instructional Productions Specialist *ISPC Chair*)
Melissa Bader (Faculty Rep to District EMTF *ISPC Chair)
Greg Aycock (Institutional Effectiveness)
Chris Poole (Staff)
Koji Uesugi (Dean of Student Services)
Peggy Campo (Academic Senate President)
Jim Thomas (CTE Faculty)
Mark Lewis (COM Faculty)
Monica Esparza (Staff)
Maria Barrigan (ASNC)
Leona Crawford (Staff)
Jason Parks (Dean of Instruction, Interim)
Daniel Landin (Staff)
Barbara Moore (Faculty)
Mitzi Sloniger (Faculty)

Absent:
Diane Dieckmeyer (VP Academic Affairs *ISPC Chair*)
Celia Brockenbrough (Library Faculty)
Tom Wagner (CTE Faculty)
Mark DeAsis (Dean of Admissions and Records)
Beth Gomez (VP Business Services) (on accreditation visit)
Monica Green (VP Student Services) (on accreditation visit

Guests:
Kevin Fleming Dean of Instruction, CTE
Dr. Bryan Reece
Treavor Brackett
Lisa Nelson
Kristine Anderson

Welcome: Melissa Bader/Ruth Leal

Approval of Minutes:
Approval of Minutes for March 1, 2017
Motion to approve Chris Poole/Mark Lewis
MSC 1 abstention

I. Action Item:
None

II. Information Items:

A.   Prison Partnership (Dr. Bryan Reece)
Discussed possibility of Norco entering a partnership to offer education to inmates. Dr. Reece met with the Chancellor and other two Presidents.
This would be a growth opportunity for Norco.

- Approximately 400-500 students
- The majority of classes offered now are correspondence but they would like to have real professors in class to talk with them.
- They currently offer about 9 CTE courses-similar to ours. Would like to see GED and college readiness courses.
- Students were asked about their experiences and what they would like to see happen. This group was begging to have classes brought to them and are very engaged students.
- This feels like a great opportunity for Norco to grow and also help the prisoners.
- Recidivism rate for inmates is 76.6%. 3 out of 4 go back. Percentage decreases to 50% if they attend some college, 13% if they get an AA, 5% with a bachelors and 0% with a master's degree.

Process question: Not sure what to do with this. Impacts many services areas, lots of departments, big institutional impact. VP's recommended talking with ISPC for their input. Open to Ideas:

- Has this ever been done at any of the three colleges? Yes, RCC has done classes. Chaffee does this. Norco has offered classes in the past and there are lots of other models. Why did we discontinue? Budget cuts.
- One of our PT faculty is currently teaching at prison thru Chaffee. Three years ago we had the opportunity to offer classes but no one to run it. It would take a full time person to run. Typically, a coordinator or director. Touches every facet of the college.
- This came up at APC with push back. Students would fall under the same rules as the general population. The college would collect FTES, the college would hire the instructors, and the instructors would be evaluated the same as any other instructor.
- How do we provide student support services in the prison? Most likely similar to Dual Enrollment by partnering with them to provide support. Inmates are not allowed to have on-line access. Teachers will have a lot of special rules to consider.
- Does the prison have a library, tutoring? Library resources are minimal. Tutoring is available.
- MOU for students with disability.
- Consider offering science classes. Bio and Math could go old school/ chalk and talk.
- These students get how education will change their lives.
- We could qualify for additional funding.

- How many sections would we need to offer to start? If we went full tilt with CTE and every student was working on an AA and College Readiness we would need to offer about 85 sections per year. These would be phased in.
- What is minimum enrollment? Same guidelines or work out MOU with union. Same pay, etc.
- Chancellor's Office is working on huge conference for teaching in prison.
- Why is it such a big deal? Why can't we offer a class anywhere? If you have students, you must insure that all of the student services are available. Minimum requirements. Lack of internet use is a big one.
- Department Chairs to flush out logistics, APC, ISPC, AS, COTW-MOU CTA etc. Will require a shepherd to get it through the system.
- Will take up to one year to get FTES.
- In your initial conversation did you talk about the staff required to serve 500 more students? Did they talk about funding for additional staffing? No, but we can approach the district with these questions. We need more funding to add staff.
- Fair amount of revenue will come into the district if this gets off the ground.
- Is it possible that district could organize this so that we can offer it? No
- Need specifics on initial courses. Roll out plan and take to APC-(CTE chair first)- Senate-ISPC-COTW . Need to have a plan written out for 1st, 2nd and 5th years. Part of plan is to narrow down offerings. Go to APC to see which area (CTE GED or College Ready) would be best to start. Should not consider offerings from all three areas out of the box.
- Consider forming a workgroup. Treavor Brackett is currently working on his dissertation on this topic and would like to be included in the workgroup.
- It is possible that this could be funded through Equity, Basic Skills, SSSp grants.
- Need to consider cost vs benefit to society.
- Contact Dr. Reece if you are interested in working on this with him.

B. Completion Initiative (CI) Update – Fall 2017 Launch (Melissa Bader)
- Workgroup met last week. Had a very robust conversation about fall rollout. CI is moving forward.
- Question about what fall will look like. "Schools" will be in place. Students will select classes from their chosen path (can change later if they want).
- Branding opportunity during fall flex day.
- Faculty advisors will be identified as well as counselors. There will be assigned counselors for each "school" but they can also talk with other counselors. Faculty and counselors in different "schools" will have opportunity to meet. "Schools" will be rolled out during Summer Advantage.
- Approximately 500 students.
- Every student will get the A&R email (incoming students first then existing student).

C.   DSPC Update (Melissa Bader/Ruth Leal)
- Primarily dominated by District Strategic Plan. Chancellor is tasking us to update the District Strategic Plan. Last time it was done by an outside consultant. Somewhat colonial.
- Trying to redefine words and how we use them. District= three colleges District Offices=IT, purchasing, payroll. Etc.
- Each of the three colleges is on a different schedule for their strategic plan. Working on how to coordinate.
- Mission statement is very important to the Chancellor.
- Initially wanted to take to Dec 17 Board meeting. Asked to move to late spring. Talked about process of approval.
- Big opportunity-two models
  Authoritarian-district runs everything.
  Service-Chancellor supports this idea but may not be felt by everyone in the district.
- We still have stuff at district that needs to be at the individual colleges.
- Lots of work going on at DSPC by faculty, the Presidents, VPAAs, Strategic Planning tri-chairs and the senate presidents. Function map will help identify areas that are no longer shared and bring it into focus. Committee has made changes over the last three years. Mood is very different.
- Has issue ever been brought up about aligning the strategic planning process? NOR MV are same RCC is on three year cycle? We are going to eventually need cross talk.
- March 24 DE convening. RCC Kayne Building 12:00 to discuss Canvas Transition. Open to anyone
- Update on Student Portal-May 8 roll out. Need to start advertising right now. All student emails are going to change to @student.rccd.edu. Changing to norcocollege.edu was not in the initial instructions but may be able to change later. Current student email account will stay active for 6 months to 1 year-not determined yet how long. Information must go out right away to students. Any concern about graduation notification? No, old email will still be active for at least 6 months. Is there any way to get the new email address to overlap? It will do this through Office 365. Seems to be complicated in ways it doesn't need to be. All college wide entities will be affected-linda.com, grad-guru, third party that has the current email addresses. Once you enter any of these entities your email will be updated. Ruth will bring up this concern to the Portal Governance Committee.

D.   FTES Update (Melissa Bader)
     Discussed district provided projected targets.
- Current projection Norco College is doing very well; however, we are down as a district. Norco is being asked to grow. The last time we received more FTES we also received less money.   Partnerships are permanent. They do not go away and FTES earned there will not go away.
- A direct comparison of exactly the same classes was done and we are paid less. Need to be patient but vigilant

- Colleges needs to be held accountable in regards to growth and not leave money on the table.
- We can hire as many associate faculty as we need. The strain is really on the staff.

III. <u>Committee Reports</u>

A. Technology Committee (Ruth Leal)
Reviewed handout
Technology Training:
- Lynda.com continues to be a resource for faculty.
- Committee will begin the Lynda Video Series of the Week in late spring.
- The Distance Education Committee is presenting a Canvas training workshop provided by Open Campus on March 24, in STEM 301.
- The committee plans to have a Lynda.com workshop "Office 35 for Educators" on April 25 12:50-1:50 in the Professional Development Center.

Technology Recommendations in Strategic Planning:
- The process of technology requests from program review and the evaluation/recommendation by the Technology Committee is documents in the *Technology Principles and Guidelines* and is part of strategic planning.
- Committee makes an annual recommendation of approximately 25% of the computer inventory to be refreshed.
- The committee conducts an annual technology survey in spring and is used as a basis for training and resource recommendations.

Technology Plan:
- The committee approved the Addendum to the Norco College Technology Strategic Plan: 2013-2016. Brought to ISPC and approved fall 2016. Addendum extends current plan for two years (2017-2018).

Technology Resources:
- Lynda.com is free to college employees through the state chancellor's office. 83 staff members have access to the training resources.
- Partnering with the Professional Development Committee to bring awareness to Professional Leaning Network for professional development. This is an online resource.
- Held technology workshop for staff 02-03-17- Photoshop and Social Media. Over 30 staff members attended. Planning for additional workshops this summer.

Ruth will share her notes

IV. <u>Good of the order</u>

Prioritization Process Update (Melissa Bader)
During the last meeting, Academic Affairs suggested a workgroup that would meet a couple of times per year. This has created some disparity between the three councils. New suggested process will be presented at a later time.

Next meeting April 5, 2017

MISSION STATEMENT (Board Approved August 2012)

Norco College serves our students, our community, and its workforce by providing educational opportunities, celebrating diversity, and promoting collaboration. We encourage an inclusive, innovative approach to learning and the creative application of emerging technologies. We provide foundational skills and pathways to transfer, career and technical education, certificates and degrees.

Addendum to the Norco College Technology Strategic Plan: 2013-2016

Technology is an integral part of the higher education landscape and it is imperative that planning for technology integration is conducted in light of the overall goals and mission of the College. The Technology Vision established in the Technology Strategic Plan guides the College in its technology use: *Norco College, leading through innovation, leverages the power and flexibility of technology to enhance teaching and learning to maximize student success.* The Norco College Technology Strategic Plan 2013-2016 has already achieved a significant number of its improvement goals.

This Addendum to the Norco College Technology Strategic Plan 2013-2016 extends the current plan for two years (2017-2018). Using this schedule will allow the Technology Committee to directly align the Technology Strategic Plan time frame to that of the College's Strategic Plan and Process 2013-2018 document. This two-year addendum will continue with the direction of the Technology Strategic Plan 2013-2016, updating the goals, objectives and strategies, as directed in the Yearly Review and Update section of the plan.

The Technology Strategic Plan 2013-2016 was aligned with the mission, long-range goals, and strategic initiatives of the College. The Plan was designated as a living document to be reviewed and updated by the Technology Committee on an annual basis. The Technology Committee continues to review, assess, and update the plan. The Addendum to the Norco College Strategic Plan 2013-2016 extends that work and allows for additional time to implement, evaluate, and adjust accordingly.

Strategic Updates:

- Accreditation College Recommendation 4 "In order to meet the Standards, the team recommends that the College systematically plan for the replacement of technology infrastructure and equipment, reflect projections of total cost of ownership for new equipment, systematically assess the effective use of technology resources, and use the results of evaluation as the basis for improvement" was resolved in the Accreditation Follow Up Report October 2015 and visit.
- The Norco College Technology Principles and Guidelines was developed, which includes the Replacement of Technology Infrastructure and Equipment Plan that outlines the systematic plan for the replacement of technology and equipment on campus.
- Technology Total Cost of Ownership Process for technology requests was developed and implemented in 2014-2015.

By 2018, the Technology Committee will draft a new plan to guide the strategic direction, implementation and sustainability of technology resources throughout the College to support student learning programs and services and improve effectiveness consistent with the College's mission.

PLEASE SIGN IN

Institutional Strategic Planning Committee
March 15, 2017
1:00-3:00 (ST 107)

PLEASE INDICATE IF YOU ARE A GUEST

SIGN	PRINT
Trevor Brackett	Trevor Brackett
Jim Thomas	Jim Thomas
Monica Esparza	Monica Esparza
Kevin Fleming	Kevin Fleming
Melissa Bader	MELISSA BADER
Greg Aycock	Greg Aycock
Mark Lewis	Mark Lewis
Leana Crawford	Leana Crawford
Lisa Nelson	Lisa Nelson
Jason Parks	Jason Parks
Chris Poole	CHRIS POOLE
Peggy Campo	Peggy Campo
Maria Barragan	Maria Barragan
Koji Uesugi	Koji Uesugi
Barbara K Moore	Barbara K Moore
Daniel Landin	DANIEL LANDIN
Mitzi Sloniger	Mitzi Sloniger
Kris Anderson	Kris Anderson (guest)
	RUTH LEAL

				FTES by Term 2016-2017/P1 2017									
Credit FTES	Target Summ16	Actual Summ16	Roll Over to 2015-2016	Actual Summ 16 Reported at P1	Target Fall 16	Estimate Fall 16	Target Winter 17	Estimate Winter 17	Target Spring 17	Planned FTES	Actual Target	Annual Projected at P3	**Shortfall Annual
MVC	608	609.23	-101.77	507.46	2844	2752	678.96	538.31	2898	7028.96	6832.72	6695.77	136.95
NC	508.69	480.48	-101.77	378.71	2993.34	3064	550.23	530.03	2860.46	6912.72	6832.72	6833.2	-0.48
RCC*	1432.21	1297.37	-237.02	1060.35	6842.78	6661	1591.62	1453.13	6728	16594.61	15913.45	15902.48	10.97
District	2548.9	2387.08	-440.56	1946.52	12680.12	12477	2820.81	2521.47	12486.5	30536.29	29578.89	29431.45	147.44

Notes: Estimated Positive attendance at 90 %

TBA not accounted for Win 17.

Bridge Classess: Overlapping fiscal years.

Section:ADJ: Section 22136 FTES 54.67 for Fall (ends 10/27)

ADJ:Section 22059 FTES 5.77 For Summer (Ends 08/04)

ADJ: Section 20600 FTES 38.76 For Summer (ends 07/14)

Culinary:

45 FTES accounted for in Summer 16 for RCC.

**Spring Targets used for Annual Projections

98 Census Rosters Outstanding.

FTES by Term 2016-2017/P1 2017

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RCC*	1432.21	1297.37	-237.02	1060.35	6842.78	6661	1591.62	1453.13	6728	16594.61	15913.45	15902.48	10.97
District	2548.9	2387.08	-440.56	1946.52	12680.12	12477	2820.81	2521.47	12486.5	30536.29	29578.89	29431.45	147.44

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TECHNOLOGY COMMITTEE REPORT
SPRING 2017

COMMITTEE STATEMENT OF PURPOSE

The Norco College Technology Committee provides recommendations for the strategic direction, implementation and sustainability of technology resources throughout the college to support student learning programs and services and improve institutional effectiveness consistent with the college's mission.

STRATEGIC GOALS AND OBJECTIVES:

GOAL 5, OBJECTIVE 5: INCREASE THE NUMBER OF FACULTY DEVELOPMENT WORKSHOPS FOCUSING ON PEDAGOGY EACH ACADEMIC YEAR

Technology Training

- Lynda.com continues to be a resource for faculty. Currently 51 full-time and 57 part-time faculty have Lynda.com accounts. Faculty can submit Lynda.com hours for FLEX credit.
- The committee will begin the Lynda Video Series of the Week in late spring. The committee is looking at various topics to bring to the college community that will be helpful for faculty and staff.
- The Distance Education Committee in presenting a Canvas training workshop provided by Open Campus on March 24th in the STEM 302.
- The committee plans to have a Lynda.com workshop "Office 365 for Educators" on April 25th from 12:50-1:50 in the Professional Development Center.

GOAL 6, OBJECTIVE 4: INSTITUTIONALIZE THE CURRENT TECHNOLOGY PLAN

Technology Recommendations in Strategic Planning

- The process of technology requests from program review and the evaluation/recommendation by the Technology Committee is documented in the *Technology Principles and Guidelines* and is part of strategic planning.
- Based on the Refresh Plan in the *Replacement of Technology Infrastructure and Equipment Plan*, the committee makes an annual recommendation of approximately 25% of the computer inventory to be refreshed.
- The committee conducts an annual technology survey in spring to gather input from the college community on technology and is used as a basis for training and resource recommendations.

Technology Plan

- The committee approved the Addendum to the Norco College Technology Strategic Plan: 2013-2016 and it was brought to ISPC in the fall 2016 where it was approved. The Addendum extends the current plan for two years (2017-2018) and continues the direction of the Technology Strategic Plan, updating the goals, objectives, and strategies.

GOAL 7: PROVIDE PROFESSIONAL DEVELOPMENT ACTIVITIES FOR ALL EMPLOYEES

Technology Resources

- Lynda.com is free to college employees through the state chancellor's office. 83 staff have accounts to access the technology training resource.
- The committee is partnering with the Professional Development Committee to bring awareness to Professional Learning Network, an online resource for professional development.
- The committee conducted a technology workshop for staff on February 3, 2017 that was well attended. Over 30 staff members attended training on Photoshop and Social Media. The committee is planning technology workshop(s) for staff again this summer.

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

- The committee provides educational opportunities for faculty, staff, and students through Lynda.com online technology training and employees through face to face technology workshops.
- The committee continues to research and discuss the creative application of emerging technologies for the college.
- The committee systematically assesses technology resources and uses the results of evaluation as the basis of recommendations for technology to support student learning.

ACCREDITATION:

- College Recommendation 4 and Actionable Improvement Plan III.B.1.a.
  - Completed the Mid-Term Report
  - Placed all evidence on "Documents" page
  - Implemented all tasks set forth in the Mid-Term Report

2016-2017 COMMITTEE MEMBERS:

Raul Recendez, ASNC student
Cathy Brotherton
Janet Frewing
Keith Coleman
Daniel Lambros
Sandra Martinez
James Finley

Kim Kamerin
Damon Nance
Mitzi Sloniger
Daren Koch
Ruth Leal (Co-Chair)
Shirley McGraw (Co-Chair)