

Institutional Strategic Planning Council
Minutes
April 19, 2017
ST 107 (1:00-3:00pm)

Members:

Diane Dieckmeyer (VP Academic Affairs *ISPC Chair*)
Ruth Leal (Staff-Instructional Productions Specialist *ISPC Chair*)
Melissa Bader (Faculty Rep to District EMTF *ISPC Chair*)
Beth Gomez (VP Business Services)
Mark DeAsis (Dean of Admissions and Records)
Chris Poole (Staff)
Mark Lewis (COM Faculty)
Monica Esparza (Staff)
Maria Barrigan (ASNC)
Daniel Landin (Staff)
Barbara Moore (Faculty)
Celia Brockenbrough (Library Faculty)
Tom Wagner (CTE Faculty)
Mitzi Sloniger (Faculty)
Monica Green
Kristine Anderson (Accreditation Faculty Co-chair)

Absent:

Jim Thomas (CTE Faculty)
Greg Aycock (Institutional Effectiveness)
Monica Green (VP Student Services)
Koji Uesugi (Dean of Student Services)
Peggy Campo (Academic Senate President)
Leona Crawford (Staff)

Guests:

Gustavo Ocegüera (Dean of Grants and Student Equity)
Lisa McAllister (Director of Health Services)
Kevin Fleming (Dean of Instruction, CTE)

Approval of Minutes:

Approval of Minutes for April 5, 2017

Motion to approve minutes - Mark DeAsis/Mark Lewis

MSC

Thank you to Laurie Hankins for doing an amazing job on our minutes

I. Action Item:

None

II. Committee Reports

A. Safety Committee-see handout

Action Plan for **Goal 7: Strengthen our Commitment to our Employees** and its objective **5: Implement programs that support the safety, health, and wellness of our community** were reviewed and discussed:

- Objective 5 is the responsibility of the Safety Committee.

Action Plans:

- Implement programs that give students, staff, and faculty a better awareness of health promotion, (TBTN, Health Fairs, classroom presentations, breast cancer awareness, etc.)
- Develop and implement ongoing active shooter trainings.
 - panel held in August on Faculty flex day with an expanded panel done in March. Received great response and feedback.
- Increase our evacuation drills of buildings along with training our building and floor captain on their roles.
 - Fully operational EOC (BCFC trainings put online
 - Recruitment in progress for Emergency Safety Coordinator, FT position)
- Continue monthly safety walks to keep our campus free of potential hazards.
- Implementation of RAVE completed. Promote the Guardian app(registered over 100 people during Welcome Day.)
- Increase emergency preparedness efforts
 - Continuing to build our emergency supplies every year.
 - Installed 4 AEDs on campus with a 5th on order.
 - Implemented Stop the Bleed trainings. Ordered tourniquets and stop the bleed kits to be placed next to AEDs with plans to order more for all emergency bags.
- Develop "soft target" exercises to increase and master internal procedures.
 - Establishing connections with Riverside County Sherriff, San Bernardino PD, and FBI for exercises and full scale events.

Discussion:

- What assistance does the Safety Committee need from the ISPC?
 - Support for more training and evacuations
- How do we get the message out to staff, faculty and administrators that even though they may feel uncomfortable or untrained to serve in this capacity, they ARE emergency responders?

- Consider starting a campaign to get folks CERT trained so they feel more comfortable doing it. Maybe get a team from the college. Consider bringing CERT training here during summer? Investigate ways to make it as convenient as possible.
- Students feel unsure of where to go in an emergency. How can we change that?
 - Every room has an emergency directional signs.
- Do we have drills in the evening?
 - No but we are looking into it. Unplanned drills are facilitated by the evening admin and campus police.
- Are students safe to leave after a drill?
 - Once they are accounted for they are free to leave. If we have a big enough emergency the exits may not be open. Get students to a safe location and wait. Look at what is happening. We need a forum to have these questions answered.
- Connect with the Professional Development Committee for all fall activities. Please do it well in advance.
- Lisa will send a copy of the Safety Committee Report to Greg Aycock

III. Information Items:

A. Digital Marketing Pages (Ruth Leal)

Technology Committee took a look at the pages shared in previous meeting.

Discussion:

- Wanted a tour feature
- Highlight cost
- Make it more interactive so students can have more options.
- Why go to college? Make it more interesting. Sell our advantages, use more quotes and more links.
- Show beauty of the campus and the community.
- Include testimonials-have current students and former students share quotes.
- Show diversity on campus.
- Have the option to “enroll now” available regardless of where you are on the page.
- Make a more interactive top bar; something that takes you through an experience.
- Remove acronyms. Tell them what ACE stands for.
- Showcase student life.
- Simplify-more in the lines of pathways. Every click leads you somewhere.
- Consider Spanish options.
- Less text.
- Consider a “chat” feature.

Dean Hartley met with students for input through a focus group and survey.

Ruth will send copy of her report to Dr. Dieckmeyer

This is considered a “first page”, a first look at Norco College. Search engine optimization. Analytics will be available so that we can see how productive we are being.

Next step-bring back to president for direction.

B. JFK Grant Renewal (Mark DeAsis)

Middle College grant is up for renewal-Grant Proposal Submittal Form was reviewed by the committee:

Highlights

- \$300,000 grant (3-year cycle \$100,000 each year)
- July 1, 2017 thru June 30, 2020
- Grant due date April 24, 2017
- Primary objectives of the grant
 - Establish a Middle College High School program on a community college campus.
 - Demonstrate effectiveness in recruiting at risk students
 - Collaboration between high school district and community college district for development of outreach and support services.
 - Develop enrollment practices that would support completion of high school diploma
 - Enhance students’ college career options.
- Grant requirements
 - Counseling through formulation of student education plans and follow up
 - Outreach and recruitment of at risk students
 - Application, registration, and orientation workshops.
- Lists personnel involved
- No additional office space is required
- Strategic Initiatives supported:
 - Strategic Plan and Process Goal 4; Create Effective Community Partnerships; Objective 5; Continue the success of John F. Kennedy Middle College High School Partnership.
- Groups that benefit:
 - Primarily benefits JFK Middle College High School Students through dedicated advisement and support to improve course completion and success.
- Collaboration with JFK Middle College High School
- 50/50 match thru in-kind contributions from Norco College and JFK Middle College High School and does not require additional funding or commitments (short or long term) from the college.

Discussion: Data from 14/15 shows that we had 6 completers, 15 students received Ed plans and 16 students were seen in counseling.

This year’s data shows 390 students were seen in counseling, and we are slated to have 21 degree completers. All sophomores must have an Ed plan.

Are JFK students required to take college classes? Not required, but encouraged.

Supporting #4 Strategic and #5. It is not a goal to complete with an associate.

Program is meant to capture students that may not be college bound and redirect them towards college.

Due date next week. It is currently at the District Office for signatures.
A big thank you goes to Daniel Landin for his hard work!

C. Portal Governance Update (Mark DeAsis)

Updates

- Scheduled for roll out May 8, just in time for summer reg.
- Internal soft launch for staff May 4
- Single sign on for WebAdvisor, etc. WebAdvisor will be kept up for 1 year for existing students.
- Initial roll out will be for students only.
- Students will have email student@rccd.edu We are still pushing for an individual college email address Discussing with Chris Blackmore.
- IT is doing some sort of helpdesk feature. If students have any technical issues they can contact IT directly - student_helpdesk@rccd.edu
- Will have banner ads on the website
- ISPC would like to see a demo from Chris Poole.

D. Integrated Planning Update (Gustavo Ocegüera)

Overview-For the last two years Equity and SSSp went through all committees. Basic Skills went through the Chancellors Office. This year we are being asked to prepare one plan that incorporates all three.

- Plan is due December 1 at Chancellors Office
- Group has been meeting since February and talking about what the focus should be.
- Group looked at Pasadena City College pathways, the ASAP program, and at SBCC success program Express to Success for ways to develop our goals for this plan.
- July 1, 2017 through June 30 2019 but it is not due until Dec 1,2017. We will be behind.
- Fully implemented in 2018 year.
- Holding May meeting to refine the goals- see handout
- Looked at completion by design framework.
- Integrated plan will address period of time from connection to completion.

Discussion: We need to make sure this plan supports BSSOT. One idea that has taken off is the first year experience. Will continue the conversation to refine the goals and strategy.

Might be focused on true Basic Skills students. We will truly have Basic Skill students once MMAP is implemented. Lots of ideas on the table. June 2 retreat date. Flush out what will be put on the plan. Will invite CI planning group and ISPC (outlook invite). Need to establish 5 integrated goals that address at least 2 of the 5 goals. Additional goals are ok. The point is to leverage our grant funds. We need to be a good steward of the money. Previously there was too much crossover. Benchmarks must be nicely integrated. Should be truly measurable and easy to report out to the state. Recommendation to leave some gray area in these goals. A goal is broad that funnels down to specifics. For example, closing the achievement gap funnels down into what do counselors do. A little gray area is needed for things that bubble up. Goals and objectives need to be written that are aimed at a moving target. All colleges are required

do this. The big pot of money is supposed to be divided so that it is not redundant. We need to submit a focused plan that shows us working together. Do we have a lot of basic skills students? Yes, but the rules are changing. Melissa would like to talk with Barbara. Upcoming meetings 2-4 pm, ST 107, May 1 and 15. Encourage students to attend, especially at June 2 retreat.

E. Completion Initiative (CI) (Diane Dieckmeyer)

Review: CI is rolling along. Degree completion up from 9.8% to 11.6%

We have talked about the initiative in many different arenas. Looked at what was being done nationwide. Lots of collaboration. Developed 5 areas that we wanted to work on- There are 5 major components of the CI;

- Clear and Direct Pathways
- Meta Majors
- Faculty Advisement
- Linking College
- Model of student care

We Looked at the way it aligns institutionally with our goals. Schools were officially approved by the Academic Senate. A school of exploratory causes issues with financial aid and has been taken off the table for now. Every program has been aligned with a school. Connect with Peggy Campo if you have any questions. We are in the process of developing worksheets for career development with a college to career link.

Next meeting May 2, 2:00-4:00 FOCUSING on campaign to launch - **What's your school"**

Students need to figure out where they belong. We are looking at having three student mentors, faculty advisors and counselors. Two faculty trainings: April 25 and May 23

- What is Faculty Advisement
- Nuts and bolts
- All voluntary participation

Fall 2017 launch

Recently heard that we were accepted into California Guided Pathways Project. Application was very difficult. Lots of hands were involved. Originally there was no money associated with this grant, but now we are looking at receiving \$150 M. 20 colleges are participating. There will be an Institute to attend. Two faculty have confirmed, Peggy Campy and John Moore, 1 has not. Also attending will be Dr. Aycock, Dr. Green, President Reece, and the VPAA. RCC is also involved. This is good for students district wide. Our Pathways may be different, but that is OK. Who knew when we started CI that the guided pathways project would be rolling out? It is just perfect timing. This was the missing piece that we needed. As ISPC members you are the go to people and can talk about the CI.

Congratulation on the Guided Pathways grant. It is really an honor to be one of only 20 colleges chosen to participate in the state! GREAT JOB!

F. Function Maps (Diane Dieckmeyer)

Resumed reviewing the Function Map:

Look at #10-skip

	District	Norco
11	Shared	S
12	S(support)	P
13	S	P

14 is this a for profit environment NA

Standard IV	District	Norco
1.	S	p
2.	S	P
3.	S	P college would like more input into district budgetary decisions . Is there any benefit to say we are secondary? You want to project that we have a participatory approach
4.	S	P
5.	SH	SH HRER assists with relative <u>perspectives</u>
6.	S	P
7.	S	P

Good of the order

Read to Succeed April 27 12:50 CSS 217. Next book - Slavery by Another Name – 2009 Pulitzer Prize winner.

Committee would like to acknowledgement the distinction of Professor awarded at yesterday's Board meeting: Professor Alexis Gray and Professor Timothy Wallstrom and the newly tenured faculty, Ladylyn Dominguez, Quinton Bemiller and Kim Kameron. Congratulations to all!

At the last Department Chair meeting (APC)Melissa was elected Chair of Chairs. That means that one faculty position on ISPC is reduced. Does ISPC want to go back to Senate with a motion that we need another member. Yes. It helps meet quorum. The request should be an agenized item.

The May 1 Academic Senate meeting will end early for a reception for Dr. Farrar to be held in the Art Gallery. Dr. Farrar's art is on display. Open to everyone. Coffee/Cake

Next meeting May 3, 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.