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

Members Present: Diane Dieckmeyer, Mitzi Sloniger, Ruth Leal, Peggy Campo, Melissa Bader, Beth Gomez, Greg Aycock, Chris Poole, Tom Waquer, Koji Uesugi, Celia Brocknbrough, Daniel Landin, Jim Thomas, Mark Lewis, Mark DeAsis, Barbara Moore, Monica Green, Kris Anderson (Accreditation Faculty Co-chair)

Call to order of meeting:
1:04 pm
Approval of Minutes:
Approval of Minutes for April 19, 2017
Motion to approve: Ruth Leal, seconded 2
Abstentions 4
If you see Kris Anderson's (accreditation faculty co-chair) name let a chair of the committee know.
Page 7 last page good of the order, read to success 2009 Pulitzer Prize winner not winter.
Page 5 correction of Daniel Landin name,
Page 6 next meeting to launch what your school?
Page 5 correct Chris Blockworth to Blackmore

I. **Action Item:**

Joint Resource Prioritization Process Proposal (Vice Presidents)
Motion to approve Beth Gomez
Seconded Jim Thomas
Academic Affairs brought proposals to prioritize resource request, taken to APC and received input. Everyone in ISPC was okay with this process proposal. It was agreed that it needed to be approved by Student Services and BFPC attachment provided. Student Services request for administrative review would be embedded in. Question, what are the fixed seats on the Student Services subcommittee? Request to add all twenty-one areas of Student Services, request to clarify members of this subcommittee. There should be consistency amongst each sub-group. Request to have a specific number of staff. BFPC began with lose membership and just defined this past year to provide stated representation. Dr. Green will go back to SSPC to ensure everyone represented. There will always be representation of faculty, staff, and administrators. BFPC has representation on its committee that is district wide. We have carved out an allocation committee to consist of three administrators, four classified staff selected by CSEA. What happens to the three list after they go to their council? Do the three list go back to ISPC? Should there be an integration of those lists? Perhaps a top five of those lists. There will be three lists now that we will need to circle back to. We make a decision on what's the number one priority of the college and then make a list of our highest priority? The question is, is this a request to approve to this body to approve a joint resource prioritization and continue to provide input and advisement? Yes. The top fifteen will be for people, the rest for equipment. Integrate the three and pick the top fifteen that is what this council will do. The concern is that equipment remain separate. Yes. Technology will continue to prioritize. The Executive Council will make the decisions for their respective

areas. ISPC will not prioritize the equipment request list. ISPC could be responsible for integrating the three lists into one of 15. Question: Will budget information help provide a better response from this body? Do you want the committee to rank order and the executive branch proceed based on the budget. When ranking we have to keep in mind the final budget is not approved until October. It is important to have a list of the budget in case more money comes in. When do we have the personnel list completed? What do we do with sudden turnover? In faculty when there is a slot open, APC votes to either go back to the list or replace the position. If you want to replace that discipline, the priority goes to number 1. Each college now gets to keep its retirements. Would the APC go to the Academic Senate prior to going to the President? Since the APC is a subgroup, they are approved prior.

ISPC would need criteria for ranking of personnel requests. Planning needs to drive budget and not the other way around. We need to go back to the mission and goals; we must ensure that this criterion is being met. All Faculty go through the APC ranking. Questions: What if when we are doing this list we are uninformed regarding need. There are staff and faculty on ISPC and the subgroups will have the necessary expertise to make conscious decisions. Student Services Planning Council stands alone, it is not a subcommittee. There is an issue with the Business Services Resource Group, there is no faculty there. We would like to add some to the prioritization list. Is it equitable to have faculty on Business Services sub-committee because there are no faculty in the Business Services unit? Faculty have a unique position in that nobody on this list is their boss. Should Faculty be added to Business Services sub-committee? Yes, Business Services sub-committee should have two faculty members added to their sub group. Ten administrators' seven staff two faculty one student for Student Services. For Academic Affairs there is one technology committee member? Recommended by APC because so many technology requests are made, this was prior to knowledge that technology was separate. Remove technology from Academic Affairs.

Future Agenda item to follow up in the fall. We do all ranking in the fall then do another ranking here in ISPC. We can talk at the next meeting the pros and cons to further review of the three subgroups?

II. Committee Reports

A. None

III. Information Items:

A. ACCJC Annual Report   (Greg Aycock)
Visual presented. Noting of changes. They are now giving historical data for the last three years, which indicate trends.
Unduplicated headcount has steadily increased information believed to be from census.
Headcount enrollment in pre-collegiate credit courses has increased since last fall.
Fourteen programs that can be completely fully through distance education
Steady increase in unduplicated headcount for distance education.
We do not offer correspondence education
What is your institution set standard has been steadily going up, our success rates bobble from the 67's to the 69's
We are currently below standard
We need to revisit our ISS protocol because one-year change shouldn't indicate a task force. The calculation changed from one standard deviation to a half standard deviation,

we should look at a two-year trend. These rates only look at success rates for fall, which is the lowest success rate.
Actual degrees are steadily going up now that we are including students who obtained their degree at Norco but chose to graduate from RCC
This is an unduplicated count
Actual certificates awarded in a downward trend over the last few years
Student transfers (those who have transferred here) increased
Licensure Passage Rates are N/A (such as real estate, not depended upon exam or certificates)
Number of CTE rates
Students who were working in the field
Total number of courses with ongoing assessment of learning outcomes
Data mark excludes students they don't deem as students (4 different areas taken into this consideration). Number ran through Clearing House.

Is the accreditation body going to ever have a problem with these numbers being low? There is no answer to the question that nobody knows what the actual answer to this question.

B. IEPI Goals Framework   (Greg Aycock)
PowerPoint provided. IEP Indicators May 2017, this will be taken to the board this year in two weeks. We look at completion rate of degrees, certificates or transfer rates. Remedial progress rate, CTE completion rate amend to focus on CTE courses, successful course completion.
Baseline, one year target, six-year target is what we did for this as well. Entering college students are differentiated by those who are college prepared (transferring in courses) and unprepared who enter with no previous credit and complete 6 units in the first 3 years. We tried to align with strategic planning goals.
Should we be changing our 1 and 6 year targets each year or should we start looking at keeping our targets more focused (static)
We did not add any of the new indicators

C. ISPC Faculty Appointment   (Melissa Bader)
In appointing the chair of chairs, APC eliminated a faculty body from ISPC. The ask is to go back to senate to ask them to appoint another faculty member. Faculty has lost a voting member on ISPC and is requesting the addition of a member. Dieckmeyer endorses going back to Academic Senate for a suggestion. What happens if at some point there are too many of one represented body? ISPC must remain balanced.

D. Function Maps Update   (Melissa Bader, Diane Dieckmeyer)
What we have not completed is standard four and will not be done by end of term; next meeting of the task force is in the fall. Standard two will be forwarded Monday (next week) after Academic Sub Committee meets. RCC provided a statement of purpose that clarifies what we're doing and why we're doing. Statement will be shared at next meeting.

E. DSPC Update   (Ruth Leal)

Only discussed district strategic planning designated which subgroups and a writing team that each individual will be a part of. The goal is the function map will drive who we are and our resources. Goal from Chancellor is to have something by the fall, which seems unattainable. Did DSPC ever nail down membership? No.

F. Portal Update
Students are getting emails. Changing things on the website, putting my portal under web advisor banner ad, notices to students tomorrow. Portal notification will go live May 8 2017. Site will change to each respective college name included. Implementation starts tomorrow for log in access. Now their log in is just their student number not their initials.

IV. <u>Good of the order 2:51</u>

BFPC meets the 16th to discuss budget and prioritization

Next meeting May 17, 2017 budget update proposed to agenda

Its survey time, 44 for Academic Senate, 22 responses Legacy Grants need more participation. ISPC is at half.

<u>MISSION STATEMENT</u> (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.