

**Institutional Strategic Planning Council**  
**June 6, 2018**  
**ST 107 (1:00-2:30pm)**  
**Minutes**

Members Present: Kris Anderson (Faculty Accreditation co-chair), Greg Aycock, Melissa Bader (Faculty Chair), Celia Brockenbrough, Chris Castillo (Student Rep), Monica Esparza, Monica Green, Ruth Leal (Staff Chair), Sam Lee, Mark Lewis, Barbara Moore, Chris Poole, Bryan Reece (Admin. Chair), Jim Reeves, Mitzi Sloniger, Jim Thomas

Members Absent: Peggy Campo, Leona Crawford, Mark DeAsis, Daniel Landin

Guests: Justin Czerniak, Bernice Delgado, Kevin Fleming, Marshall Fulbright, Colleen Molko, Gustavo Ocegüera

Meeting commenced at 1:07pm

**Approval of Minutes:**

Approval of Minutes for May 16, 2018  
MSC (Aycock/Lewis)

Note: Add absent members to the minutes.

Approved. 1 abstention

**I. Action Item:**

- A. VRC & STEM Dual Enrollment (Colleen Molko)  
Handout  
MSC (Thomas/Lewis)

Colleen presented an overview of the grants proposal for the **Veterans Resource Center (VRC)** grant.

Comments/Questions:

- Grant proposal states \$500K is available statewide, what is the maximum each college can receive? Will bring back to ISPC in the fall with full details.
- Are there restrictions on what money can be used for? One limitation is no supplanting.

Colleen presented an overview of the grants proposal for the **Dual Enrollment STEM** grant.

Comments/Questions:

- This grant is to support our current dual enrollment efforts expanding on the work we are already doing with Dual Enrollment.

- Budget has not yet been developed, will develop full narrative over the summer and will bring back to ISPC in the fall.
- Strategic Development will track all funding opportunities and will continue to inform ISPC on these efforts.
- Does this include tutoring? It could, but this is not a large amount of funding. Budget development is in progress.
- Is the main objective is outreach to HS to promote STEM? We hope this is an outcome; the objective is to increase interest and participation in STEM classes.
- Courses will be scheduled at the HSs; do we have to worry about equipment in order to offer those courses at the HSs? This will be taken into consideration when planning what courses to offer.
- It is very important that the person teaching this course loves their discipline.
- Will the lab portion be offered as well? The proposal is still in the works however, this would be ideal.

Approved.

B. Fiscal Year (FY) 2018 Nonprofit Security Grant Program (NSGP) (Justin Czerniak) (Reeves/Poole)

Offered by Home Land Security, through the Foundation. Used for equipment, specific to improving campus safety, cameras, access control, tactical equipment, metal detectors, etc.

Approved.

C. Legacy Committee Name Proposal (Gustavo Ocegüera, Brady Kerr, Bernice Delgado) MSC (Lewis/Aycock)

The Legacy Committee has voted to change its name to “Diversity, Equity, and Inclusion Committee”. This name change comes at a time when the RCCD Council on Diversity and Inclusion is rolling out new requirements this change presents an opportunity to adopt some of the objectives of this committee and incorporate the requirements of the District EEOP plan. Additionally, the change helps make the committee more recognizable for the work that it does. There will also be a change in the membership to comply with the requirements of the District committee.

The committee organizes college-wide events and activities. Funding for events is provided by ASNC, the committee is requesting an additional \$5K to its annual budget to increase the number and range of diversity events throughout the year.

Comments/Questions:

- Focusing on professional development of staff and faculty, how is student equity incorporated?
- The offices of VPAA and VPSS contribute \$2K each year from their contingency budgets for diversity and equity events. This is still in place and is factored into the total of the budget request.
- Has a request been made to the District for funding? Yes, a request has been submitted.
- Will this committee oversee equity? Yes, this body will oversee student equity as a strategic priority of the college.

- This is a great idea; in our new strategic plan, equity will reach a higher level. If we can address equity in a real way it will have a dramatic impact on the funding we receive. We really need to think about strategies for closing the gap. We have a good access and success strategy; we need an equity strategy that is equally strong.

Approved.

## II. Committee Reports

### A. Academic Senate Handout

(Jim Thomas)

Dr. Thomas provided the committee with a report from the senate including College President updates, Classified Senate reports, Guided Pathways. Discussion items, VRC building proposal, safety and wellbeing of students, faculty, and staff. Action items include: all courses will be given a campus shell (or schedule as web-enhanced with an option to opt-out), unanimous approval of institutional reorganization, selected faculty commencement speaker and readers, approved Guided Pathways, security and classrooms, and two all faculty meetings.

#### Comments/Questions:

Final summary report of the Academic Senate and its committees.

## III. Information Items:

### A. Six Legs, Endless Possibilities UCR Grant (Teresa Friedrich Finner)

Teresa shared information about an opportunity through a UCR grant with RCC/MVC for Careers in agricultural sciences. Students apply to intensive training programs and internships, the grant includes \$57K to support faculty, cost of transportation for students, and supplies needed.

#### Comments/Questions:

- What is the money used for? Transportation costs, the same field trip procedures apply as far as the arrangements but the grant could pay for fuel.
- Does MVC have an agricultural science pathway? Are we looking at creating a pathway? No, this is an exploratory class as a viable career option.
- Do we pick the students? Students need to apply.

### B. Appropriation for Early Childhood Education Center (Kevin Fleming)

Dr. Fleming informed the committee about an opportunity for \$5M for an Early Childhood Education Center. A proposal was submitted, this is funding opportunity is not a loan or grant. The closest Early Childhood Education Center of this caliber is in Lake Elsinore, there is nothing in Western Riverside County with a tier-5 is a rating system from the State. There is a genuine community need for this service and there will be an additional need as our student veteran population grows. A two-phase buildout is recommended, the office of Assemblymember Cervantes has forwarded the proposal to the State Senate for review.

#### Comments/Questions:

- Can we apply for the funding next year? Yes.
- Will it be included in the Facilities Master Plan? Yes.

- Accolades to the team for their great work on the proposal.
- Link to the veterans; is it limited to vets only? No, there will need to prioritize the enrollment as a college.
- How will we avoid the pitfall of the funding to ensure its sustainability? We will be collaborating with RCOE Head Start.
- Original design was not set up to grow; will this be addressed? We have not designed it yet, but we will definitely consider our growth and will be convening a committee to plan the design.
- Proposed location is contingent on another access road that is not yet connected to the college but will not impede campus access.

C. CCCMHS Grant (Lisa McAllister)

The college has been awarded the CCCMHS grant submitted in January. The grant is to augment funding for mental health services, \$105K over two years. We are actively searching for a person to oversee grant activities, screenings, workshops, trainings, and outreach.

Comments/Questions:

- There is 100% match.
- Space will be shared.

D. Mission, Vision & Core Commitments (Melissa Bader) \*get handout

Melissa reported that a group of nine students, staff, faculty, and administration met to review the current mission, vision, core commitments and measurable ACCJC requirements. The objective of this group is to make our mission more a part of what we do. Feedback from the why statements was used to draft sample mission statements. It was recommended for the committee to select two statements and work to combine them in the fall beginning with ISPC.

E. DSPC Update (Ruth Leal)

The Chancellor reported that District Office departments are working on 5-year strategic plans. The District with working on SWOT, Mission, Vision, and Values. Ruth advised DSPC that Norco is working to revise its Mission, Vision, and Values. The May Revises update estimated 2.3% growth district-wide for next year. Funding for new hires, will be discussed at DBAC.

**IV. Good of the order**

In a survey to measure campus climate through the Chronicle for Higher Ed Norco College has been selected as one of the year's Great Colleges to Work For.

Meeting adjourned 2:28pm

Next meeting: September 5, 2018

Minutes submitted by Denise Terrazas

## NORCO COLLEGE GRANTS COMMITTEE

### GRANT PROPOSAL INFORMATION FORM

GRANT PROPOSAL INFORMATION	
Proposal Initiator	Colleen Molko
Email Address	<a href="mailto:Colleen.molko@norcocollege.edu">Colleen.molko@norcocollege.edu</a>
Phone Number	739-7808
Department	Career and Technical Education
Proposal Name/ Title	Veterans Resource Center Grant
Please provide a brief description or an abstract of this proposal.	The 2017-18 State Budget appropriated five million (\$5,000,000) dollars to support a Veterans Resource Center (VRC) grant program. This program will provide grants to California community colleges to establish or enhance on-campus VRCs that provide support services for students who are current or former members of the Armed Forces of the United States. A Request for Application is being developed and is expected to be released in early summer 2018.
Funding Agency/ Source	The funding will be awarded by the State Chancellor's Office
Annual Funding	Unknown – the application has not yet been released.
Total Funding	Unknown – the application has not yet been released.
Grant Duration (start and end dates)	Unknown – the application has not yet been released.
Proposal Due Date	Unknown – the application has not yet been released.
List grant Objectives	Application guidelines may inform these, but whatever objectives are included will support/align with our college's plan for the Veterans' Resource Center.
List grant activities and/or requirements by the funding agency (i.e. services to be provided, curriculum development, activities, etc.)	Application guidelines may include requirements, but all proposed activities will align with our current plans for the VRC.
What are the short-term, and/or long-term requirements/obligations for the college if this proposal is funded?	Unknown – the application has not yet been released.
List titles of personnel needed to implement the grant and note if the positions are new or existing.	This will need to be discussed/decided. It may be that the funding pays for a percentage of our VRC Director. The application guidelines will advise us of what can/can't be funded.
Will it be necessary to reassign existing faculty/staff to implement this grant? If yes, have you obtained approvals?	It is not anticipated that the grant will require reassignment.

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Describe how many workstations, office space, and/or facilities will be needed to implement this grant?	Unknown at this time.
List college and/or district strategic Initiatives that this proposal addresses.	This proposal would support the Veterans Resource Center initiative.
Who will benefit from this grant if funded and how? (College students, faculty, staff, administrators, high school students, other)	Our student veterans would benefit from the additional services that we will be able to provide with this funding.
Does this grant require community or industry partners? If yes, list partner(s).	Unknown at this time.
Is there a dollar match requirement? If yes, provide details.	Legislation indicates that no match will be required in this funding round.
Is it necessary to seek approval from academic/student services departments to implement the proposed activities? If yes, have you obtained the necessary approvals?	The application will provide the guidelines regarding what can be funded. If approvals are needed from departments at the college, they will be obtained.
What information is needed from Institutional Research and Effectiveness to complete the proposal?	It is not anticipated that any information will be required from IR&E.
If approved, who will develop the proposal?	Colleen Molko
Will it be necessary to hire grant consultants to prepare this proposal? If yes, provide a cost estimate.	It will not be necessary to hire grant consultants.

**COMMITTEE APPROVAL**

<i>Date:</i>	
<i>Approvals:</i>	Co-Chair:  Co-Chair:

**ISPC APPROVAL**

<i>Date:</i>	
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**NORCO COLLEGE GRANTS COMMITTEE**

GRANT PROPOSAL INFORMATION FORM

<i>Approvals:</i>	Tri-Chair:  Tri-Chair:  Tri-Chair:
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**NORCO COLLEGE GRANTS COMMITTEE**

**GRANT PROPOSAL INFORMATION FORM**

<b>GRANT PROPOSAL INFORMATION</b>	
Proposal Initiator	Colleen Molko
Email Address	<a href="mailto:Colleen.molko@norcocollege.edu">Colleen.molko@norcocollege.edu</a>
Phone Number	739-7808
Department	Career and Technical Education
Proposal Name/ Title	Veterans Housing and Homelessness Prevention Program
Please provide a brief description or an abstract of this proposal.	This program allocate funds for the development of new affordable housing for veterans and their families. It requires an emphasis on developing housing for veterans who are homeless or have extremely low income.
Funding Agency/ Source	California Department of Housing and Community Development
Annual Funding	Maximum request of \$10 million
Total Funding	Maximum request of \$10 million
Grant Duration (start and end dates)	One time request
Proposal Due Date	July 9, 2018
List grant Objectives	The development/construction of affordable housing for veterans and their families.
List grant activities and/or requirements by the funding agency (i.e. services to be provided, curriculum development, activities, etc.)	The program requires that all funds be used for development costs.
What are the short-term, and/or long-term requirements/obligations for the college if this proposal is funded?	That tenants be limited to veterans
List titles of personnel needed to implement the grant and note if the positions are new or existing.	N/A – funds can only be used for development/construction
Will it be necessary to reassign existing faculty/staff to implement this grant? If yes, have you obtained approvals?	It is not anticipated that the grant will requirement reassignment.
Describe how many workstations, office space, and/or facilities will be needed to implementation this grant?	It is not anticipated that space will be needed.
List college and/or district strategic Initiatives that this proposal addresses.	This proposal would support the Veterans Housing initiative.



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Who will benefit from this grant if funded and how? (College students, faculty, staff, administrators, high school students, other)	Our student veterans would benefit from the low cost housing that would be available and would be in close proximity to our main campus.
Does this grant require community or industry partners? If yes, list partner(s).	Yes, it requires a partnership with a development firm.
Is there a dollar match requirement? If yes, provide details.	The program does not require match.
Is it necessary to seek approval from academic/student services departments to implement the proposed activities? If yes, have you obtained the necessary approvals?	No approvals are needed.
What information is needed from Institutional Research and Effectiveness to complete the proposal?	It is not anticipated that any information will be required from IR&E.
If approved, who will develop the proposal?	Colleen Molko
Will it be necessary to hire grant consultants to prepare this proposal? If yes, provide a cost estimate.	It will not be necessary to hire grant consultants.
<b>COMMITTEE APPROVAL</b>	
<i>Date:</i>	
<i>Approvals:</i>	Co-Chair:  Co-Chair:
<b>ISPC APPROVAL</b>	
<i>Date:</i>	
<i>Approvals:</i>	Tri-Chair:  Tri-Chair:  Tri-Chair:

## NORCO COLLEGE GRANTS COMMITTEE

### GRANT PROPOSAL INFORMATION FORM

GRANT PROPOSAL INFORMATION	
Proposal Initiator	Colleen Molko
Email Address	Colleen.molko@norcocollege.edu
Phone Number	739-7808
Department	Career and Technical Education
Proposal Name/ Title	Dual Enrollment in STEM
Please provide a brief description or an abstract of this proposal.	This proposal would support our current dual enrollment efforts by emphasizing STEM offerings.
Funding Agency/ Source	National Science Foundation
Annual Funding	\$200,000
Total Funding	\$600,000
Grant Duration (start and end dates)	October 1, 2019 – September 30, 2022
Proposal Due Date	October 4, 2018
List grant Objectives	Specific objectives have not yet been developed, however, they would align with strategic plans and objectives related to our current dual enrollment efforts.
List grant activities and/or requirements by the funding agency (i.e. services to be provided, curriculum development, activities, etc.)	Activities will involve the integration of foundational courses in a variety of STEM programs into our dual enrollment offerings. It is not anticipated that any new curriculum will be developed.
What are the short-term, and/or long-term requirements/obligations for the college if this proposal is funded?	Requirements entail implementation of the proposal activities as proposed. The proposal will be developed over the summer in collaboration with Drs. Sinclair and Parks.
List titles of personnel needed to implement the grant and note if the positions are new or existing.	The budget has not yet been developed, but most likely would cover a percentage of Dr. Sinclair to continue her efforts after CCPT funding ends (her current funding source) and A & R support for the program.
Will it be necessary to reassign existing faculty/staff to implement this grant? If yes, have you obtained approvals?	Dr. Sinclair is already doing this work, thus, she would not need to be reassigned. She would only continue in her current role. The A & R support would most likely involve a new hire.
Describe how many workstations, office space, and/or facilities will be needed to implement this grant?	One workstation for the A & R support person.
List college and/or district strategic Initiatives that this proposal addresses.	This proposal will support our Dual Enrollment initiative.

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Who will benefit from this grant if funded and how? (College students, faculty, staff, administrators, high school students, other)	High school students in our service area would benefit greatly by being able to take college courses in the STEM areas at their respective local high schools. Norco College will benefit through the development of a pipeline into our STEM programs, increased enrollment in STEM courses and the resulting increase in FTE funding that would result.
Does this grant require community or industry partners? If yes, list partner(s).	Yes, the grant would require partnerships with the participating local high schools, which are already developed or are currently being developed in order to implement our current dual enrollment program.
Is there a dollar match requirement? If yes, provide details.	There is no match requirement in this grant.
Is it necessary to seek approval from academic/student services departments to implement the proposed activities? If yes, have you obtained the necessary approvals?	Drs. Green, Sinclair and Parks are all in support of this proposal.
What information is needed from Institutional Research and Effectiveness to complete the proposal?	It is not anticipated that data from IR&E will be needed.
If approved, who will develop the proposal?	Colleen Molko in collaboration with Drs. Sinclair and Parks.
Will it be necessary to hire grant consultants to prepare this proposal? If yes, provide a cost estimate.	No consultants will be utilized.

**COMMITTEE APPROVAL**

<i>Date:</i>	
<i>Approvals:</i>	Co-Chair:  Co-Chair:

**ISPC APPROVAL**

<i>Date:</i>	
<i>Approvals:</i>	Tri-Chair:  Tri-Chair:

**NORCO COLLEGE GRANTS COMMITTEE**

GRANT PROPOSAL INFORMATION FORM

	Tri-Chair:
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**NORCO COLLEGE GRANTS COMMITTEE**

**GRANT PROPOSAL INFORMATION FORM**

<b>GRANT PROPOSAL INFORMATION</b>	
Proposal Initiator	Justin Czerniak
Email Address	<a href="mailto:Justin.czerniak@norcocollege.edu">Justin.czerniak@norcocollege.edu</a>
Phone Number	951-738-7798
Department	Safety and Emergency Preparedness (Business Services)
Proposal Name/ Title	Fiscal Year (FY) 2018 Nonprofit Security Grant Program (NSGP)
Please provide a brief description or an abstract of this proposal.	<p>(DHS)/Federal Emergency Management Agency (FEMA). Anticipated total funds distributed nationwide under the FY 2018 NSGP is \$60 million. Applications for the NSGP are 501(c)(3) tax-exempt nonprofit groups that are considered to be at high risk of terrorist attack due to their ideology, beliefs, or mission. The NSGP funding is intended to support the purchase of physical security enhancement and security related training. NSGP funding can be used for the acquisition and installation of security equipment on real property, specifically in prevention of and/or protection against the risk of terrorist attack. The funds may also be used for security-related training courses and programs.</p> <p>*Cal OES will provide interested parties with additional information on upcoming workshops.</p>
Funding Agency/ Source	Cal OES – DHS/FEMA
Annual Funding	Undetermined at this time
Total Funding	Undetermined we think not to exceed \$150,000
Grant Duration (start and end dates)	Award in Aug 2018 grant to end in 2021
Proposal Due Date	Undetermined at this time perhaps June or July 2028
List grant Objectives	Critical infrastructure protection
List grant activities and/or requirements by the funding agency (i.e. services to be provided, curriculum development, activities, etc.)	<p><b>POST AWARD REQUIREMENTS</b></p> <p>Successful Applicants applying/or funding must submit all required documentation and attend a Required Documents Workshop.</p> <p>A Notification of Subrecipient Award Approval must be signed and returned to Cal OES. To be eligible to receive your funding, each Subrecipient must submit ALL of the following within 60 calendar days:</p> <ul style="list-style-type: none"> <li>Completed Cal OES Financial Management Forms Workbook (FMFW)</li> </ul>

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	<ul style="list-style-type: none"> <li>○ Application Facesheet spreadsheet (blue ink signature and printed in portrait orientation)</li> <li>○ Project Ledger spreadsheet</li> <li>○ Project Description spreadsheet</li> <li>○ Equipment Inventory Ledger spreadsheet</li> <li>○ Training spreadsheet (if applicable)</li> <li>○ Consultant-Contractor spreadsheet (if applicable)</li> <li>○ Management and Administration (M&amp;A) spreadsheet (if applicable)</li> <li>○ Authorized Agent spreadsheet (blue ink signatures)</li> <li>● 501(c)(3) letter which designates an organization as being a not-for-profit or Self-declared letter from the organization stating that they qualify for 501 ( c )(3) status</li> <li>● Governing Body Resolution (blue ink signatures)</li> <li>● Grant Assurances: An agreement to abide by State regulations when using grant funds</li> <li>● STD204/Payee Data Record: A form used to assign an organization a Federal Information Processing Standard (FIPS number)</li> <li>● Subrecipient Grant Management Assessment Form</li> </ul>
What are the short-term, and/or long-term requirements/obligations for the college if this proposal is funded?	Undetermined at this time
List titles of personnel needed to implement the grant and note if the positions are new or existing.	Undetermined at this time
Will it be necessary to reassign existing faculty/staff to implement this grant? If yes, have you obtained approvals?	Undetermined at this time
Describe how many workstations, office space, and/or facilities will be needed to implement this grant?	Undetermined at this time
List college and/or district strategic Initiatives that this proposal addresses.	<p>Norco College strategic Goals that could be addressed by this grant:</p> <p>Goal 1 “Increase Student Achievement and Success” and, Goal 2 “Improve the Quality of Student Life” by providing a safer campus for our students enabling them to be less stressed and perform better.</p> <p>Goal 4 “Create Effective Community Partnerships”</p>

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	by working in partnership with local law enforcement and the state to provide a safer more prepared college in the event of an emergency. Goal 6 “Demonstrate Effective Planning Processes” by providing additional safety and emergency preparedness planning goals for the facilities master plan and promoting a culture of safety at the college with the thought that talks about security and safety will allow students and parents to feel safer and boost enrollment vs other local college options. Goal 7: Strengthen our Commitment to our Employees providing a safer and better prepared campus.
Who will benefit from this grant if funded and how? (College students, faculty, staff, administrators, high school students, other)	Everyone that attends and works at Norco College.
Does this grant require community or industry partners? If yes, list partner(s).	Work with Cal OES for the grant paperwork
Is there a dollar match requirement? If yes, provide details.	Undetermined no evidence of match at this time
Is it necessary to seek approval from academic/student services departments to implement the proposed activities? If yes, have you obtained the necessary approvals?	Undetermined no evidence of other approvals at this time
What information is needed from Institutional Research and Effectiveness to complete the proposal?	Information on Norco college population and programs (FTES, FTE and information on outreach programs. Including any historical artifact preservation on site)
If approved, who will develop the proposal?	
Will it be necessary to hire grant consultants to prepare this proposal? If yes, provide a cost estimate.	Undetermined no anticipated need for additional staff
<b>COMMITTEE APPROVAL</b>	
<i>Date:</i>	
<i>Approvals:</i>	

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	Co-Chair:  Co-Chair:
<b>ISPC APPROVAL</b>	
<i>Date:</i>	
<i>Approvals:</i>	Tri-Chair:  Tri-Chair:  Tri-Chair:





## **LEGACY COMMITTEE PROPOSAL**

**6/6/18**

### ***Committee Name Change***

Norco Legacy Committee proposes to change its name to “Diversity, Equity and Inclusion Committee” effective July 1, 2018. In April 2018, members voted to change the committee’s name to be representative of its primary areas of focus. The proposed name more clearly articulates the committee’s areas of interest and is aligned with the college’s existing strategic initiatives. The new name also supports the objectives of the newly created RCCD Council on Diversity and Inclusion. The council acts as the advisory body to the Chancellor and the District in the implementation of the 2017-2020 RCCD Equal Employment Opportunity Plan (EEO). In addition to the district’s Council on Diversity, Equity, and Inclusion, each college is required to maintain a Diversity Committee to develop and coordinate activities relevant to diversity, equity, and inclusion at their respective colleges. The plan requires each college to create a committee that closely reflects and promotes the council’s goals and objectives. The committee’s new name and proposed objectives meet the requirements outlined in the EEO.

### ***Statement of Purpose***

The Diversity, Equity & Inclusion Committee is focused on advocating for people from all cultures, backgrounds, and experiences for the enrichment of our Norco College community.

### ***Objectives***

- To listen and respond to the concerns and needs of our community
- To advocate and facilitate respectful interactions with an appreciation for diversity and equity
- To build a culture of practices that promote inclusiveness, dialog, and harmony
- To inform the public of the adverse effects of discrimination and seek its elimination
- To celebrate the many dimensions and benefits of a multicultural environment
- To promote communication and advise the President on matters related to diversity and equity
- Assess the college’s diversity-related climate
- Develop and monitor college strategic plans for diversity, equity, and inclusiveness
- Develop and coordinate activities to promote diversity and address college-specific issues or concerns

***Logo (illustrated above)***

### ***Membership***

To align with the requirements outlined in the EEO, the committee’s new membership structure will be made up of 10-15 individuals and shall consist of a minimum of three faculty, three classified members, 3 administrators/managers, and two students. Ex-Officio members shall include the President and the Human Resources Liaison.

### ***Funding Request***

In order to meet the committee's new goals and objectives, we are also requesting financial support from administration. Unlike other strategic planning committees, The Diversity, Equity and Inclusion committee is responsible for planning and implementing year-round events and activities to promote its objectives. Past events have been supported primarily with equity and ASNC funds. Because the committee's scope and purpose is being expanded, the committee is requesting a minimum \$5,000 dollar annual allocation from general fund to support 2018-19 events and activities.

Respectfully Submitted by:

*Bernice Delgado, Tri-Chair, Classified Representative*

*Brady Kerr, Tri-Chair, Faculty Representative*

*Dr. Gustavo Ocegueda, Tri-Chair, Administration Representative*

# **NORCO ACADEMIC SENATE REPORT**

## **Spring 2018**

### **COMMITTEE STATEMENT OF PURPOSE**

#### **NORCO ACADEMIC SENATE MISSION:**

The Academic Senate operates pursuant to Title 5, Subchapter 2, Sections 53200 – 53206, California Education Code B. The Academic Senate shall concern itself with making recommendations to the College President and the District Chancellor and the District Academic Senate, and the College Vice President for Academic Affairs with respect to policy development and the implementation of matters in the following areas:

1. curriculum, including establishing prerequisites and placing courses within disciplines
2. degree and certificate requirements
3. grading policies
4. educational program development
5. standards or policies regarding student preparation and success
6. district and college governance structures, as related to faculty roles
7. faculty roles and involvements in accreditation processes, including self-study and annual reports
8. policies for faculty professional development activities
9. processes for program review
10. processes for institutional planning and budget development
- +1. other academic and professional matters as mutually agreed upon between the Board of Trustees and the Academic Senate.

#### **NAS PURPOSE:**

The purposes of the Academic Senate shall be (1) to participate in the formation of policies and procedures in academic and professional matters; (2) to coordinate communication from the Riverside Community College District Academic Senate and the Academic Senates of the Moreno Valley, and Riverside City Colleges; and (3) to facilitate communication between the administration, faculty, students, and the Board of Trustees in all matters relating to community college education.

#### **SUMMARY OF SENATE ACTIVITY Spring 2018:**

##### *Information items:*

- The college president gave regular updates at every senate meeting.
- The staff classified senate was given a regular report opportunity at every senate meeting.
- The senate was updated regarding progress made in our Guided Pathways efforts.
- Were informed regarding the attempt to enroll students earlier.
- Were informed on the district's IT plan to conduct a business process analysis as part of the district's efforts to move to a new ERP system.
- Received information regarding the Tutor Training and Tutors and SI Leaders recruitment efforts for Fall 2018.

*Discussion items:*

- Were updated and discussed the Veterans Resource Center building proposals.
- Discussed and made recommendations for the EOPS/CARE Progress Reports.
- Discussed the well-being and safety of Norco College students, faculty, and staff.
- Discussed the Norco College Art Mural.

*Action items:*

- The NAS voted to request all courses taught at Norco College be given a Canvas shell.
- The NAS surveyed faculty and unanimously approved the proposed Institutional Reorganization.
- Approved new PORs for Music ADT and Music AA.
- The Read-to-Succeed program was selected to give the senate's Five-to-Thrive presentation at the May 15 Board of Trustees regular meeting.
- Selected faculty to serve on numerous committees including the Accreditation Standards Committees, District Safety and Security Committee, District Casualty Insurance Program Workgroup, and local Marketing Committee.
- Selected the Faculty Commencement Speaker and Readers.
- Approved the Guided Pathways Multi-Year Work plan.
- Approved the change of name of the school of SBS to Social and Behavioral Sciences.

The NAS sponsored two All-Faculty meeting to discuss the College Reorganization proposal. Discussions were heated at times, but always respectful. Important questions were gathered and responses distributed via email. A subsequent anonymous online survey was also administered to better gauge and gather faculty's opinions.

**STRATEGIC GOALS AND OBJECTIVES THAT APPLY TO THIS COMMITTEE:**

Twenty-nine of the forty-one objectives under our 7 strategic goals are either a direct responsibility of the NAS or of one of its subcommittees. This report will only mention goals and objectives that were addressed this semester and reported out by committee chairs.

**These activities meet Goal 2, Objective 1, Goal 5, Objective 5, and Goal 7, Objective 1.**

FLEX Day Spring 2018 (February 9<sup>th</sup>) focused on instruction and faculty related needs

- a. The morning session included: an Accreditation Update, Program Review Update, and a presentation on confronting micro-aggressions.
- b. Afternoon "breakout" sessions introduced opportunities for faculty and staff to better understand many of the challenges facing some of Norco College's diverse student populations, with sessions that included a DACA panel, and a Veterans Panel. Additionally, there was job search/CV training for Associate Faculty, and Intermediate Canvas Training.
- c. Spring Flex Feedback (3 = Excellent, 2 = Good, 1 = Needs Improvement)
  1. Microaggressions
    1. Value of Presentation in meeting your needs: 2.56/3
    2. Overall Rating: 2.66/3
  2. Veterans
    1. Value of Presentation in meeting your needs: 2.93/3
    2. Overall Rating: 2.93/3
  3. Intermediate Canvas
    1. Value of Presentation in meeting your needs: 2.78/3
    2. Overall Rating: 2.78/3

4. Dreamers
  1. Value of Presentation in meeting your needs: 2.86/3
  2. Overall Rating: 2.95/3
5. Hire Me Day
  1. Value of Presentation in meeting your needs: 3/3
  2. Overall Rating: 2.95/3

**These activities meet Goal 2, Objective 1 and Goal 5, Objective 5, and Goal 7, Objective 1:**

The 3-day Fall FLEX 2018 planning is in progress. The 3-day event will be broken into the following themes: The Institution, Pedagogy, & The State of the College

a. Tentative topics:

1. Day One (Wednesday, August 22<sup>nd</sup>):
  - a. Morning Breakout Sessions
    1. Disaster Preparedness Training; Evacuation and Control of the Classroom training (Justin Czerniak)
    2. "Stop the Bleed" First Aid training (Lisa McAllister)
    3. Legal Presentation (Academic Freedom, Recordings in the classroom, liability, etc.) (Speaker TBD)
  - b. Lunch
    1. Technology (Office 365)
  - c. Afternoon Session
    1. Active Shooter Training - possible simulation conducted by the Police (Justin Czerniak & Police)
    2. Dean of Student Life Update; CARE team: What to report, resources available (Mark Hartley)
2. Day Two (Thursday, August 23<sup>rd</sup>)
  - a. Morning Session
    1. Teaching and Learning Committee (TLC) Symposium (Quinton Bemiller)
  - b. Lunch
    1. AB 705 (what it is, update, and impact inside and outside of English and Math)
  - c. Afternoon Breakout Sessions
    1. Intermediate Canvas (Sean Ulbert)
    2. Mid-Career Faculty (How to stay engaged) (Gail Zwart & Jody Tyler)
    3. CALPRS & CALSTRS: Preparing for Retirement (Speaker TBD)
3. Day Three (Friday, August 24<sup>th</sup>)
  - a. Morning
    1. VPs & President Reece
    2. Accreditation Update (Kris Anderson & Greg Aycock)
    3. Guided Pathways Update (Melissa Bader)
    4. Schools Meeting (Planning and discussion) (School Leads)
  - b. Afternoon
    1. Discipline Meetings (Afternoon)

**These activities meet Goal 2, Objective 1, Goal 5, Objective 5, and Goal 7, Objective 1:**

New Faculty First Friday Meetings

- a. First Friday Meetings continued throughout the Spring semester, focusing on the training/mentoring of new faculty to assist in their transition to Norco College. This semester's activities included:
  - i. March: Program Review training with Dr. Alexis Gray/Program Review Camp
  - ii. April: Curriculum Training with Brian Johnson
  - iii. May: First Friday Wrap-up/Lessons Learned, Preparing for next year.

**If approved, these activities would meet Goal 2, Objective 1 and Goal 5, Objective 5:**

New Faculty Retreat Planning

- b. Although we hoped to have a New Faculty Retreat during this Academic Year, due to time constraints, we decided to push planning for a retreat to next year (tentatively October '18).
  - i. Retreat invitees would be a combined class of Full-Time Faculty hired for 2017-18, with Full-Time Faculty hired for the 2018-19 Academic Year.
  - ii. Planning is at the preliminary stage, but main speaker may focus on Equity.

**Goal 5: Strengthen Student Learning**

**Objective 2: (together with SSPC) Increase the percentage of student learning and service area outcomes assessments that utilize authentic methods.**

- Ongoing trainings on the use of TracDat (Improve) and methods of assessment
- Feedback on Annual Program Review and the Key Indicator Analysis
- Re-sharing of documents regarding ways to assess at the SLO and ProLO level
- Creating a “best practices” document regarding SLO and ProLO assessment
- Created and maintained a set of google documents to record SLOs that have never been assessed or have not been assessed in the current cycle.
- Communicated with administration, academic senate, and faculty association representatives to develop a plan to ensure all SLOs, all courses

**Objective 3: (together with SSPC) Increase the percentage of programs that conduct program level outcomes assessment that closes the loop.**

- Create awareness of the need to ensure that all ProLOs in all Programs need to be assessed in preparation for the 2020 accreditation visit.
- Revised the college cycle of assessment matrix to link onto the new 6-year assessment cycle.

**Objective 4: (together with DE) Increase assessment of student learning in online courses to ensure that it is consistent with student learning in face-to-face courses.**

- Completed training in Assessment for Digital Learning through @ONE.

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**Goal 7: Strengthen Our Commitment to our Employees**

**Objective 4: (together with Legacy Committee) Increase participation in events and celebrations related to inclusiveness.**

- The Dean of Technology and Learning Resources sends numerous email blasts to the college community about the Read 2 Succeed, Poetry Performance, & Celebrate Books and Libraries events each semester. Flyers are distributed both in person and via mailboxes. Announcements are also made at meetings to spread the word about these important library events. In addition, copies of our Read 2 Succeed book are distributed to faculty, staff and students so they can more fully participate in the activities of the college-wide read. The spring Read 2 Succeed book is The Lonely Soldier by Helen Benedict, and is in partnership with our Veterans Resource Center. The author will be coming to campus to speak on May 24, 2018. The fall 2018 Read 2 Succeed book will be Lives in Limbo: Undocumented and Coming of Age in America by Roberto G. Gonzales and will be in partnership with our Dreamers Club. The author will be speaking on campus November 15, 2018. This semester, the Library Partners advocacy group that provides members the opportunity to increase participation in events and celebrations was promoted through the distribution of brochures and a Norco-all e-mail blast.

**Additional information from the Senate's subcommittees:**

*Academic Planning Council:*

APC has been working with the district to create schedules in groups of two semester. These will then be rolled into year-round schedules. This has proven to be difficult within the parameters created by our current technology. APC was more successful doing schedules with paper grids/room assignments. We understand this is not a solution.

Scheduling and supporting pathways remain significant goals for APC.

*Distance Education Committee:*

The committee has set the following goals for 2017-2018:

- Support a smooth transition from Blackboard to Canvas
- Review of OEI (Online Education Initiative-a statewide effort) course rubric for possible adoption at Norco. For detailed information see: <http://ccconlineed.org/faculty-resources/professional-development/online-course-design-standards/>. This site has a number of useful resources.

- Professional development needs of DE faculty.
- Ensuring student preparation for online learning.

*Library Advisory Committee:*

The library is currently conducting an Online Student Library Survey as well as having conducted a Library Student Focus Group. Some of the findings include:

- Need more library space
- Need more cleaning in the library
- Need less noise
- Need Saturday hours
- Need extended Friday hours
- Need more study rooms
- Need to update library computers

*Professional Development Committee:*

Tim Russell, Kara Zamiska, and Collen Molko, members of the Professional Development Committee, combined with Teaching and Learning Committee members Quinton Bemiller and Dan Reade formed a team at this year's yearlong Leading from the Middle Academy (LFM). In addition to receiving invaluable leadership training, the goal of our team is create a professional development plan that supports Guided Pathways at Norco College. We have instituted a working-group that meets on the first Thursdays of every month to envision, construct, and implement our plan.

*Program Review Committee:*

In March, we rolled out the new TracDat (Nuventive Improve) process. We held one large training and then provided tutorial videos which were very well received. The new process simplified program review and brought all three major units of the campus on to the same deadline, 4/20/18 which was extended to 5/1/18. This allows us to have the resource allocation process for the college be both more streamlined and more inclusive of all units. Previously, with different deadlines, we would have a problem with earlier reporting units getting greater access to resources. Having everyone report at the same time, before the beginning of the fiscal year means that we can have a more inclusive, integrated plan with all the information at hand.

Overall, anecdotal responses regarding the new process have been very positive. We intend to survey the authors in the Fall in order to improve the process if necessary.

A couple of issues have occurred. The first: Our administrative support for the process has had some difficulty in mastery of the process so some delays have occurred. This is because the method to create the report is cumbersome and going to change so we did not train the authors on a process they would not need in the future. Instead, we relied on our administrative staff to produce the report instead.

We are still on track to have all of the program reviews for Student Services, Administrative and Instructional Program Reviews scored before the beginning of the fiscal year but they may not be returned to the authors with comments before commencement but we are still trying to meet that deadline without sacrificing function for form. We want to make sure the process is authentic, however, so if that deadline must be moved to make sure that no one's effort is given short shrift, we will do so.

The second: we did not have 100% submissions in Instruction despite the extended deadline and the warning that the deadline was firm. The committee, with the support of the senate, advised that resource requests for late program reviews will not be accepted and that any requests after the review deadline will go into an annual update to be read the following year. It was disappointing not to have 100% as that was the point of the entire streamlining process but if a unit has no requests, they may not see the importance of compliance with reporting.



The district program review committee is still in the voting process for either moving the chair ship to MVC or keeping it at Norco. The other colleges are regularly rotating their PRC chairs so Norco ends up being the only experienced member at the beginning of each year. If MVC keeps their chair, we will move the chair ship to try and get back on to a rotational cycle. During this year, we created within each college, a best practices document and a new Statement of purpose reflecting our new duties. When the new Vice Chancellor arrives, we may have a new charge to be approved by the Senate.

### **ACTION PLANS**

The senate will continue to work diligently to fulfill its mission and purpose.

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

The NAS provides the curriculum, programs, certificates, and degrees for students to accomplish their academic goals.

### **CHANGES**

We have a new DE Committee Chair, Dr. Tom Wagner.

### **ASSISTANCE NEEDED FROM ISPC:**

- Strategic planning goals and objectives map to committees should be reviewed and revised. For example, the Curriculum Committee has been assigned 4 Strategic goals/objectives it feels it is not responsible for.
- The Library Advisory Committee requests we continue to inform the college community regarding their events and attend them when possible.

### **Spring 2018 NAS VOTING MEMBERS:**

Peggy Campo – Senate President  
Jim Thomas – Senate Vice President  
Kim Kamerin-Senate Secretary/Treasurer  
Quinton Bemiller – Arts, Humanities and World Languages Dept. Senator  
Judy Perry – Business, Engineering, and Information Technology Dept. Senator  
Rex Beck- Business, Engineering, and Information Technology Dept. Alternate  
David Mills – Communications Dept. Senator  
Mark Lewis– Communications Dept. Alternate  
Barbara Moore – Math and Kinesiology Dept. Senator  
Virgil Lee- Math and Kinesiology Dept. Alternate  
Kimberly Bell – Social and Behavior Science Dept. Senator  
David Payan- Social and Behavior Science Dept. Alternate  
Bob Prior- Math Dept. Senator  
Elysa Chung- Math Dept. Alternate  
Marie Hicks – Part-time Faculty Representative

### **SENATE REPORTS**

Maria Barragan – ASNC Representative/Student Liaison  
Melissa Bader – Academic Planning Council Chair  
Laura Adams – Assessment Committee Chair-Assessment Coordinator  
Brian Johnson – Curriculum Committee Co-Chair  
Tom Wagner –Distance Education Committee Chair  
Nikki Capps– Library Advisory Committee Chair

Kara Zamiska and Tim Russell – Profession Development Committee Co-Chair  
Alexis Gray – Program Review Committee Co-Chair  
Quinton Bemiller –Teaching and Learning Committee Chair  
Celia Brockenbrough – District PG & SL Committee  
Gail Zwart –CTE Liaison  
Cameron Young – FA/CTA

June 6, 2018

## NORCO COLLEGE GRANTS COMMITTEE

### GRANT PROPOSAL INFORMATION FORM

GRANT PROPOSAL INFORMATION	
Proposal initiator	Lisa McAllister
Email address	Lisa.mcallister@norcocollege.edu
Phone number	951-372-7046
Department	Health Services
Proposal name/ title	California Community College Mental Health Services Grant
Please provide a brief description or an abstract of the proposal.	The purpose of the grant is to enable districts/colleges receiving an award to implement or expand a CCC Mental Health Services program. It is the intent of the legislature that community colleges/districts develop formal partnerships with their local county behavioral health departments and/or community based organizations to establish longer term referral networks for students in need of ongoing mental health services.
Funding agency	California Community Colleges Chancellor's Office
Annual funding	Expected approximately \$62,500 annually split 50/50 between MVC and NC.
Total funding	\$125,000 to Norco (with MVC and NC participating)
Grant duration (start and end dates)	26 months – May 1, 2018 through June 30, 2020
Proposal due date	February 1, 2018
List grant objectives	<ol style="list-style-type: none"><li>1. Provide screening services to students receiving other health care services and provide linkages to services from the appropriate on- or off-campus mental health provider.</li><li>2. Ensure that underserved and vulnerable student populations receive culturally competent mental health services and to referral services.</li><li>3. Reduce racial disparities in access to mental health services, and to prevention, early intervention, and suicide prevention training.</li><li>4. Develop and implement campus-based stigma reduction activities.</li><li>5. Implement education and training to faculty, staff, and students on early identification, intervention, and referral of students with mental health needs. Colleges/Districts should focus on maximizing utilization of existing resources, including Kognito online</li></ol>

## NORCO COLLEGE GRANTS COMMITTEE

### GRANT PROPOSAL INFORMATION FORM

	suicide prevention gatekeeper training.
List grant activities and/or requirements by the funding agency (i.e. services to be provided, curriculum development, activities, etc.)	Grant activities must be chosen in each of the 5 objectives. Examples could include Installing screening kiosks to connect students at risk to appropriate services and supports, enhance information, services, and accommodations for students with mental health disabilities, implement screening tools, host onsite trainings focused on mental health needs of priority populations such as LGBTQ, Veterans, Former Foster Youth, Homeless, etc. Establish NAMI or Active Minds chapters on campus, incorporate peer health educators to run workshops, Increase Kognito trainings, and many more.
What are the short-term, and/or long-term requirements/obligations for the college if the proposal is funded?	\$1 for \$1 matching on funds each year
List titles of personnel needed to implement the grant and note if the positions are new or existing.	Mental Health providers (new), Health Services staff (existing)
Will it be necessary to reassign existing faculty/staff to implement the grant? If yes, have you obtained approvals?	no
Describe how many workstations, office space, and/or facilities will be needed to implement the grant?	Could use health services offices and just might need another laptop computer
List college and/or district strategic Initiatives that the proposal addresses.	Student Equity, Student Success, Veterans Services, Umoja, Former Foster Youth, Homeless population, SSSP.
Describe who will benefit from the grant if funded and how? (College students, faculty, staff, administrators, high school students, other)	Everyone benefits from the grant as it serves all students, staff, faculty.
Does the grant require community or industry partners? If yes, list partner(s).	Grant is designed to collaborate with community partners in mental health services.
Is there a dollar match requirement? If yes, provide details.	Yes it is an even match
Have you received approval from academic departments and/or student services departments that may be affected by the grant? (Note: new curriculum and/or	N/A

**NORCO COLLEGE GRANTS COMMITTEE**

**GRANT PROPOSAL INFORMATION FORM**

programs require prior approval from respective disciplines).	
What information is needed from Institutional Research and Effectiveness to complete the proposal?	None
If approved, who will develop the proposal?	Assigned Grant writer (possibly Maryanne at MVC)
Will it be necessary to hire grant consultants to prepare the proposal? If yes, provide a cost estimate.	N/A

**GRANTS COMMITTEE APPROVAL**

	Co-Chair: _____ Co-Chair: _____ Date _____
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**ISPC APPROVAL**

	Tri-Chair _____ Tri-Chair _____ Tri-Chair _____ Date _____
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**EXECUTIVE CABINET APPROVAL**

	_____ College President Date _____
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Norco College serves our students, local and extended communities, and its workforce by providing quality educational opportunities, celebrating diversity and promoting partnerships. We encourage opportunities for growth with an innovative approach by learning the creative application of emerging technologies. We are an established culture focused on serving our students by providing foundational skills and pathways to transfer, career and technical education, certificates and degrees, for a lifelong education.

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Ever mindful of equity, access and student success, Norco College offers clear pathways for transfer degrees, certificates, career and technical education. Norco College is a center for arts and culture, scholarship, dynamic technologies and partnerships dedicated to enriching the lives of our students, employees and community.

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Norco College offers clear pathways to certificates, transfer opportunities, associate degrees, employment, and lifelong learning to a diverse local and global community. To transform lives and give students a competitive advantage, we are committed to access, success, and equity. Norco College advances personal well-being, fosters economic vitality, promotes critical thinking, and embraces the creative application of emerging technologies.

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Norco College empowers a student body of diverse origins through an inclusive, innovative approach to learning and creative application of emerging technologies. Building on a sense of community, we enrich the development of students' lives and encourage students' self-agency through pathways to transfer, career and technical education, and certificates and degrees.

## Standard I. A. Mission

1. The mission describes the institution's broad educational purposes, its intended student population, the types of degrees and other credentials it offers, and its commitment to student learning and student achievement.

*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.*

2. The institution uses data to determine how effectively it is accomplishing its mission, and whether the mission directs institutional priorities in meeting the educational needs of students.
3. The institution's programs and services are aligned with its mission. The mission guides institutional decision-making, planning, and resource allocation and informs institutional goals for student learning and achievement.
4. The institution articulates its mission in a widely published statement approved by the governing board. The mission statement is periodically reviewed and updated as necessary.

### Drafts

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**Norco College is** access to quality education and work skills  
a center for Arts & Culture  
a small college feel and mindset  
an opportunity to improve lives  
a ready workforce  
pride in what we do  
a sense of community  
provides opportunity  
a reasonable cost for education  
a culture focused on serving  
an opportunity for growth and realization of potential in each  
person  
scholarship and partnership  
inclusiveness  
diverse students and employees  
economic development  
workforce partnerships  
quality education  
quality faculty  
stable environment  
personal interactions  
pride in what we do  
enrichment and diversity for everyone  
sense of community  
a better future for our students, community and selves  
uplifting, service, community  
where we co-create our lives and our world

**Norco College** provides a quality education  
strives to have a positive effect on poverty  
values the students  
serves my community

**We make students feel like they matter.**