



Institutional Strategic Planning Council
Minutes for May 5, 2021
1:00-3:00pm

Meeting Participants

Committee Members Present (total 19)

Rex Beck, Quinton Bemiller, Angelica Calderon (ASNC Rep.), Michael Collins, Leona Crawford, Monica Esparza, Kevin Fleming, Monica Green (Administrative Co-Chair), Dominique Hitchcock, Ruth Leal (Classified Professionals Co-Chair), Sam Lee, Virgil Lee (Faculty Co-Chair), Mark Lewis, Jethro Midgett, Christopher Poole, Suzie Schepler, Kaneesha Tarrant, Sigrid Williams, Patty Worsham

Committee Members Not Present (1)

Andy Robles

Advisors (total 4):

Greg Aycok, Vivian Harris, Azadeh Iglesias, Tenisha James

Advisors Not Present (2)

Adam Martin, Kimberly Thomas

Guest(s)

Laura Adams, Hayley Ashby, Melissa Bader, Patricia Gill, Lisa Nelson, Gustavo Ocegüera, Desiree Wagner

Recorder

Denise Terrazas

1. Call to Order

- Meeting called to order at 1:02pm

2. Approval of the Agenda

- MSC (Sam Lee/Quinton Bemiller)
 - Approved as written.

3. Approval of the April 21, 2021 Minutes

- Approved as presented.

4. Co-Chair Updates

Ruth Leal

- Election Notice: it's time to nominate and select the CSEA Classified Senate Representatives who will be Chair and Secretary for 2021-2023. The election will take place online. A nomination form and ballot will be sent to all each Norco College classified professional via their district email. For more information and timeline, please visit: www.ncclassifiedsenate.com/calendar/.
- CSEA's Classified Senate is proud to announce that Leonard Riley has been selected as the 2021 Classified Professional of the Year.
- The Classified Professional Development Committee presents the May Classified Professional Development Calendar.
 - This year has been challenging for all of us and our students due to the stress of working remotely during a pandemic while trying to serve students, navigating an online learning environment, financial stresses, health concerns, and social isolation. The switch to an in-person environment brings more anxiety. Join us for the Know the Signs: In Distress Workshop with Lynette Sullivan, Licensed Professional Clinical Counselor, and Virginia Perez, Student Health Services. Friday, May 14th at 10am.
 - Transitioning to a remote work environment was a challenge. Now we face transitioning back to campus. How to plan for this change? Do you have a checklist? Are you ready for social interactions? How to manage sending kids back to school and preparing for child-care? Budgeting expenses we haven't had for a year... Join us for the Transitioning Back to Campus Workshop on Friday, May 28th at 10am.

Monica Green

- We continue to work district-wide on the Safe Return. While we expect employees to soon return to campus, we do not have definitive dates for all employees. However, managers are asked to return onsite on Monday, June 7th. More information to follow.
 - Question: Will there be a Town Hall?
 - There are monthly town hall meetings scheduled. The next Town Hall is scheduled for [Wednesday, May 19th from 4:00-5:00pm](#) with instruction and academic support as the focus. Subsequent Town Halls are scheduled for June 16th from 4:00-

5:00pm (student support services) and August 18th from 4:00-5:00pm (student life/athletics/performing arts). The Town Hall meetings are recorded and will be available on the Safe Return website. These district-wide events include representatives from all three colleges and the district and are designed to present a consistent message across the district. If you have a question for the panel, please submit them to questions@rccd.edu.

Virgil Lee

- The Academic Senate has begun the process of filling Council positions. Most of the positions are expected to be filled by the end of the term.

5. Action Items

5.1 Charter Consideration

5.1.a Academic Council – Sam Lee

MSC to approve as amended (Michael Collins/Kevin Fleming) Approved.

Sam Lee, Patty Worsham, and Suzie Schepler provided a brief overview of the Academic Council charter. The development of the charter included the chairs and Academic Planning Council. Sam Lee reviewed the purpose, charge, accreditation standards and budget, scope and expected deliverables, membership, meeting time/pattern, roles of chairs and members, meeting procedures and expectations. The charge, provided in detail, included the EMP objectives.

Amendments:

- Update membership to 16 members, 15 voting-members.
- Indicate ASNC voting rights: The SPGM states that voting rights are not transferrable, however ASNC appoints one voting member and one alternate member for a total of one vote and one person counted towards quorum.
- Update charter date to May 5, 2021.
- Future consideration to add counselor representation to this Council in addition to a faculty member from the Social and Behavioral Sciences department.

5.1.b Marketing Committee – Ruth Leal

MSC (Sam Lee/Kevin Fleming)

Amended motion to add an asterisk to include the college's Public Affairs Officer, (PAO) and an additional district representative to serve as ex-officio members of the Marking Committee. (Kevin Fleming/Sam Lee) Approved as amended. (1 abstention)

Ruth Leal, and the Marking Committee Co-chairs, Brady Kerr and Ashley Etchison, developed the charter.

Amendments:

- Update charter date to May 5, 2021
- List membership by role/position, remove names.
- Add college PAO and district representative as ex-officio members.
- Include the Institutional Effectiveness and Governance Council to the guiding principles and assumptions section.
- Broaden the language on meeting times to allow for more flexibility and include in-person and virtual attendance options.
- Soften the language for submitting agenda items for co-chair consideration.

5.1.c Diversity, Equity, & Inclusion Committee

MSC (Kaneesha Tarrant/Dominique Hitchcock) Approved (1 abstention)

Council members reviewed the charter. Kaneesha Tarrant shared that EMP goal 9 does not fall under Student Support Council (SSC). The appropriate Council is the Institutional Effectiveness and Governance Council (IEGC). Thus, ISPC will approve on behalf of IEGC.

Amendments:

- Update charter date to May 5, 2021
- Change the three-year period duration of the charter to one year as this is a committee
- Clarify language in the first line to ISPC on behalf of IEGC
- Correct typo under the roles of chairs 'preparing agendas'

Council members raised questions about voting by general consensus practices. The following language from the SPGM was shared along with resources on [grouphink](#) for future consideration:

It is recommended that decisions will be made through discussions resulting in consensus (Robert's Rules of Order 12th ed 2020 xlvii). Consensus is reached by discussing elements of a motion or action item that are of concern to any constituency until concerns are resolved as fully as possible (Robert's Rules of Order 12th ed 2020 xlvii). Every attempt will be made to arrive at consensus so that all parties can live with the action moving forward. If there is a lack of consensus on an action item, it is recommended to continue discussion at subsequent meetings and/or designate an ad hoc group to conduct further research/analysis to further inform the membership. For action items discussed where consensus is not reached, a vote will be taken with the majority decision [Robert's Rules of Order 12th ed 2020 44:1 (379)] as the final decision. Once a decision is made by the group, the decision represents the voice of the body" (SPGM, pgs. 67-68).

Monica Green asked that it be noted in the minutes that we should continue to foster and support a culture where individuals feel comfortable expressing their opinions and where everyone is respectful of one another.

6. Information/Discussion Item

6.1 Guided Pathways and Equity Update –Tenisha James

- Tenisha James shared that the Guided Pathways and Equity Charter was approved on April 28th. The new faculty leads will be Melissa Bader, GP Faculty Lead; Dominique Hitchcock, Equity Faculty Lead; and Jethro Midgett, Counseling Faculty Lead. The faculty leads will be working on implementation, scale, and college/district collaboration efforts. They will also be working closely with the Racial Justice Taskforce, Academic Senate, and Student Services Council to ensure the work is seamless and engaged widely. The charter includes an additional classified professional working in collaboration with PACES.

6.2 Social Justice Studies at Norco College – Lisa Nelson

- Lisa Nelson shared the proposal to bring the social justice discipline to Norco College. The effort has been in the works for two years and is an interdisciplinary effort. The discipline will be housed in the Communications department. This Associate Degree for Transfer will be submitted and processed through Curriculum Committee in the fall. This information is presented to ISPC for its endorsement as part of the process for creating a new discipline.

6.3 Governance Meeting and Student Activities Block Schedule Feedback – Suzie Schepler, Angelica Calderon

- Angelica Calderon relayed ASNC opposition to having too many college meetings occurring during College Hours and requested having more College Hours.
- Suzie Schepler presented classified professional's feedback on the block schedule to include two additional dedicated College Hours on the first and third Tuesdays of the month for college-wide events.

Discussion:

- Propose looking at larger institutions to understand how they schedule events. In the past, when NC was smaller, another College Hour could have been scheduled on MWF
- Course schedules for fall have been set, thus, class scheduling for fall cannot be changed. The proposed structure ensures that faculty and students have time blocks in which there are no classes. As a reminder to the group, we never have had a proposal for adding a dedicated student engagement hour. This is the first time we are asserting this, which is a big step toward that effort.
- If there were additional "College Hours" in the future, it would help our students by not forcing them to decide which events to attend. We also have many workshops that are scheduled during College Hour for various topics geared towards improving academic and career success and engagement.
- Students want to be involved with the decisions of the college, and they are asking that members of other college constituency groups participate in their events.
- Half of the academic departments meet on the third Thursday of the month during College Hour. The standing meeting calendar should be adjusted to reflect these meetings.
- Suggestion to change Council meetings to Fridays.

- Having students engaged in more events keeps them on campus and more connected to a community, which fosters a greater learning environment.
- As we are growing in size and in values, we want to provide time for professional development, perhaps on Fridays, which should be included in the block schedule.
- The standing meetings calendar has been maintained by the President's Office and is also a guide to know when the meetings are scheduled. It was never intended to present any kind of change to this process. Rather, it was intended to reflect what had been decided by college groups charged with making those decisions.
- Monica Green noted that many of the Tuesday and Thursday meetings are standing committees of the Academic Senate and scheduled during College Hour to ensure faculty may participate. This is a larger discussion that should involve faculty-led groups.
- Monica Green likes the classified professionals' proposal and sees it as an aspirational goal.

6.4 Proposed Open Dialogue Session – Wednesday, May 26, 1:00-2:00 p.m.

- Ruth Leal reminded members about the annual ISPC open dialogue session. This is an open agenda, open topic, one-hour meeting. Items brought forth in the meeting were previously brought back to ISPC. This year, feedback will be disseminated to the appropriate Council(s). The final open dialogue is scheduled for Wednesday, May 26th from 1:00-2:00pm.

6.5 District Strategic Planning Council April 23 Update

The California Community College new scoring system for capital projects was a topic of discussion. RCCD's capital projects did not score well due to the lack of matching funds.

A new Grant Management Handbook has been prepared will be available training tool for faculty and non-faculty employees who manage grant funds.

7. Good of the Order

7.1 Next Steps of Prioritization of Resource Requests – Kevin Fleming

- Kevin Fleming provided an update on the status of the prioritization process for resource requests. There are 14 steps in our annual cycle. Now that the program reviews have been submitted, reports for requested items will be pulled into lists and sorted by items, personnel, faculty, and technology. These lists will be sent to the appropriate Vice President. Our stated process

includes the prioritization of the lists by committee/Council. However, the Program Review Committee front-loaded the prioritization process, and the lists that are generated will already have their rankings. The Vice Presidents will review the lists for gaps which will provide an opportunity to expend funds before June 30th.

7.2 Final Meeting

- The June 2nd ISPC meeting is subject to cancellation due to drive-thru graduation celebration to recognize students' participation in virtual graduation on June 11th. Monica Green mentioned that the last half of the final ISPC spring meeting is the open dialogue session, which is scheduled for May 26th. The last regular meeting of ISPC will be May 19th.

8. Future Agenda Topics

- 8.1 Defining “Participatory Governance” and “participate effectively” in the SPGM**
- 8.2 Outlining the Appeals Process in the SPGM**
- 8.3 ISPC Survey of Effectiveness Results**
- 8.4 Institutional Set Standards Response**

9. Adjournment

- 2: 50 pm

Next Meeting

Date: Wednesday, May 19, 2021

1:00-3:00pm

<https://cccconfer.zoom.us/j/96114068185>



Charter for Academic Council

August 2021 – June 2025

This Charter is established between the Academic Council and the Institutional Strategic Planning Council to structure the process and planned outcomes included herein thru the 2024-2025 academic year.

Purpose

The Academic Council (AC) coordinates, discusses, and makes recommendations regarding functions, plans, and activities related to instructional programs, career technical education (CTE), educational partnerships (e.g., prison education and dual enrollment), library and learning support services. The AC provides leadership and retains responsibility for ACCJC Standards IIA/B, while serving as a communication link to the rest of the college regarding strategic and operational matters associated with their assigned EMP objectives. The AC makes recommendations to the College Council and the Vice President of Academic Affairs. Recommended membership provided to the appointing bodies for AC is based on subject-area knowledge and experience. The College recognizes that these are recommendations only and that appointments are made solely by the appointing bodies.

Charge

- The Academic Council (AC) is primarily responsible for assessing and coordinating the listed Educational Master Planning objectives below. Operational items are to be handled at the departmental, task force, project team, or work group level often determined by job title or functional area of responsibility.
- Objective 1.1 - Go from 7,366 to 8,759 total FTES
- Objective 1.3 - Expand enrollment with strategic groups (Dual Enrollment, International, Online, California Rehabilitation Center, Veterans, etc.). Shared with Student Support Council.
- Objective 2.1 - Increase number of degrees completed by 15% annually
- Objective 2.3 - Decrease AA degree unit accumulation from 88 to 74 total units on average
- Objective 2.7 - Increase number of students who complete transfer level math and English by 20% per year
- Objective 6.1 - Establish and expand relationships with regional educational institutions
- Objective 6.4 - Work toward reducing recidivism through incarcerated student education
- Objective 6.8 - Stimulate regional arts development
- Objective 7.7 - Build and support academic support services to improve student success
- Objective 9.5 - Develop strategy to maximize student-faculty time; Resist pulling faculty from students to do administrative work; Evaluate release time

The AC is responsible to:

- Provide guidance and recommendations on instructional planning and operational issues including class scheduling, enrollment management, program development,

Charge

learning support services, special programs development, and educational policy matters.

- Foster the development of new educational programs in accordance with the Education Master Plan and the developing needs of the community and industry partners.
- Provide guidance and recommendations on implementation of Guided Pathways procedures related to teaching and learning, student equity, retention, and success.
- In consultation with the VPAA and the School Deans, establishes annual scheduling priorities, goals, and objectives for the Academic Affairs division, based on the goals and objectives from each school as determined through the program review process.
- Implement, review, and make recommendations to the pertinent sections of the College strategic plan.
- Review and recommend revisions to the Academic Affairs program review as part of the College program review process.
- Provide guidance and recommendations on accreditation efforts in support of continuous improvement leading to full accreditation, including the development of the Institutional Self- Evaluation Report and the annual accreditation report required by the Commission.
- Oversees instructional support including the library, learning resource center, instructional laboratories.
- Provide guidance and recommendations to foster Distance Education expansion and continuous quality improvement.
- Provide guidance and recommendations on the publication of the College schedule of classes and catalog.
- Provide guidance and recommendations to support and grow Career Technical Education, Prison Education, Dual Enrollment, Credit for Prior Learning (including the Military Articulation Platform), Community Education, Workforce Development, and Noncredit Education.
- Oversees enrollment management activities related to setting and achieving annual FTES/FTEF targets; improving student access, success, completion as well program efficiency and effectiveness, including room utilization and instructor workload.

Accreditation Standards & Budget

Accreditation Standards guiding the Council are:

- Standard IA, B, D
 - Standard I.A.3
- Standard IIA, B
- Standard IIIA
 - Standard III.A.9
- Standard IV

There is no associated budget with the Council's charge.

Scope & Expected Deliverables

In mid-spring of each academic year, the Academic Council will participate separately in dialogue sessions to 1) self-evaluate the effectiveness of their planning and decision-making processes through the Survey of Effectiveness, 2) self-report on EMP objective progress and

Scope & Expected Deliverables

appropriate objective assignment, and 3) self-assess the completion of their charter's scope/deliverables during the academic year. In late spring, the Academic Council will receive an executive summary from each standing committee addressing the above three areas for review and discussion at a designated council meeting. The receiving council (College Council for leadership councils) will make recommendations to, and receive recommendations from, each governance entity based on the results of the self-evaluation to determine if a charter needs to be revised/extended or not. The Academic Council will conduct its evaluation of effectiveness and post an executive summary on the Council's website.

Membership

The Academic Council will be comprised of 16 voting members inclusive of representatives of all primary constituency groups and assigned or appointed by their respective representative bodies OR defined membership based upon expertise, title, functional area of responsibility, etc.

- Vice President Academic Affairs, Chair – Administrator
- Administrator with oversight of School of STEM and School of Business & Management– Administrator
- Administrator with oversight of School of Social & Behavioral Sciences and Arts & Humanities– Administrator
- Administrator with oversight of Library and Learning Resource Center– Administrator
- Administrator with oversight of CTE or off-site programs– Administrator
- Chair or Rep from School of Arts & Humanities – Faculty
- Chair or Rep from School of Science, Technology, Engineering & Math– Faculty
- Chair or Rep from School of Social and Behavioral Sciences– Faculty
- Chair or Rep from School of Business and Management– Faculty
- CTE Faculty Rep– Faculty
- Distance Education Rep– Faculty
- Representative with knowledge/experience in area of career education programs– Classified Professional
- Representative with knowledge/experience in area of academic learning support– Classified Professional
- Representative with knowledge/experience in area of instructional scheduling and support– Classified Professional
- ASNC Representative– Student
- ASNC alternative (non-voting) – Student

*Chair of Chairs represents their School.

**It is recommended that one faculty representative is a Counselor or a Counselor serves as a non-voting, ex officio member.

Meeting Time/Pattern

The Academic Council meets monthly on fourth, Thursday, of the month at 12:50pm to 1:50pm, with Zoom option, for Fall and Spring Terms. Contact the co-chairs to place an item on a future agenda.

Roles of Chairs and Members

The Co-Chair(s) are accountable to Academic Council to ensure continuity of dialogue between governance tiers. Co-Chairs are responsible for preparing agenda and facilitating meetings of the Academic Council based on best practices and guidelines for effective facilitation.

Members are recognized as stakeholders with important expertise and perspectives relevant to the strategic charge of the Academic Council that can help to achieve the Academic Council charter deliverables (relevant strategic charge). Members are expected to actively attend and participate in all meetings, deliberations, and decision-making processes of the Academic Council. While representing the perspectives of the constituency group to which they belong members are expected to engage in effective dialogue with Academic Council peers with the intention of finding consensus on all issues that come before the Academic Council.

A co-chair (or a designated delegate) shall prepare a brief summary of each Council meeting and send it to the College community within 24 hours of the meeting to fulfill transparent communication reporting.

Meeting Procedures and Expectations

The Co-Chair(s), and members of this governance entity will adhere to meeting and governance best practices as follows:

Meeting agendas are issued in advance of meeting times. Meeting agendas are organized to achieve milestones established in the charter and prioritize actions pending, actions required, and problem solving to move the work of the group forward. Minutes are taken to record the groups progress.

Members endeavor to:

- appropriately prepare for meetings based on the meeting agenda.
- arrive promptly and stay for the duration of entire meetings.
- participate in a problem-solving approach where the interests of all participants are considered in developing proposals and recommendations and, where appropriate, distinguish between constituency versus college-wide perspectives.
- welcome all ideas, interests and objectives that are within the scope of the charter.
- actively listen to engage in respectful and constructive dialogue.
- work with a spirit of cooperation and compromise leading to authentic collaboration.
- move forward once a consensus-based decision has been made.
- continue to progress with the members who are present at each meeting.
- follow through on tasks that are committed to outside of scheduled meetings.



Charter for Marketing Committee

April 8, 2021

This Charter is established between the Marketing Committee and ISPC on behalf of the Institutional Effectiveness & Governance Council (IEGC) to structure the process and planned outcomes included herein during the period of the 2021-2022 academic year.

Purpose

The Norco College Marketing Committee collaborates to build a consistent and recognizable brand for Norco College that is representative of the college and community that we serve.

Charge

The committee plays a key role in supporting efforts related to expanding college access by increasing both headcounts and FTES through marketing and branding strategies. The committee is integral to representing the image of the institution through the Norco College brand.

Guiding Principles and Assumptions

The Marketing Committee will provide marketing and budget recommendations to the Norco College Division of Planning and Development, the District Marketing & Communications Committee (DMCC) and the RCCD External Relations and Strategic Communications department.

Decisions will be made utilizing available enrollment data, past campaign reports, social media metrics, and other relevant student data.

Scope & Expected Deliverables

- Develop, implement and update the Norco College Brand Guide
- Develop marketing plan strategies and campaign recommendations to assist with FTES growth
- Provide recommendations for the marketing budget
- Create Social Media guidelines based on recommendations from DMCC
- Develop and provide resources, such as templates and messaging, available on the Marketing Committee webpage.(link)

Membership

The Marketing Committee will be comprised of ten members, inclusive of representatives of all constituency groups and assigned or appointed by their respective representative bodies. All members are voting members.

- Brady Kerr (Co-Chair), Assistant Professor, Music Industry Studies
- Ruth Leal (Co-Chair), Instructional Production Specialist
- Ashley Etchison (Co-Chair), Interim Associate Dean, CTE
- Rochelle Cook, Admissions and Records Operations Assistant
- Patricia Gill, STEM Services Developer
- Adam Martin, Assistant Professor, Business & Entrepreneurship
- Megan Lindeman, Assistant Professor, Art
- Maureen Sinclair, Director, Dual Enrollment & College Transition
- Mylie Valdovinos, ASNC
- Michael Moreno, ASNC
- Samia Irfan, ASNC

Meeting Time/Pattern

The Marketing Committee meets monthly on the second Thursday at 2:30pm via Zoom.

Contact the Co-Chairs to place an item on a future agenda.

Roles of Chairs and Members

The Co-Chairs are accountable to IEGC to ensure continuity of dialogue between governance tiers. Co-Chairs are responsible for preparing agenda and facilitating meetings of the Marketing Committee based on best practices and guidelines for effective facilitation.

Members are recognized as stakeholders with important expertise and perspectives relevant to the strategic charge of the Marketing Committee that can help to achieve the committee's charter deliverables. Members are expected to actively attend and participate in all meetings, deliberations, and decision-making processes of the Marketing Committee. While representing the perspectives of the constituency group to which they belong, members are expected to engage in effective dialogue with committee peers with the intention of finding consensus on all issues that come before the committee.

The Marketing Committee members will report meeting outcomes to their constituency groups.

Meeting Procedures and Expectations

The Co-Chairs, and members of this governance entity will adhere to meeting and governance best practices as follows:

Meeting agendas are issued in advance of meeting times. Meeting agendas are organized to achieve milestones established in the charter and prioritize actions pending, actions required,

Meeting Procedures and Expectations

and problem solving to move the work of the group forward. Either minutes or notes are taken to record the groups progress OR a final summary report is to be submitted/posted.

Members endeavor to:

- Appropriately prepare for meetings based on the meeting agenda.
- Arrive promptly and stay for the duration of entire meetings.
- participate in a problem-solving approach where the interests of all participants are considered in developing proposals and recommendations and, where appropriate, distinguish between constituency versus college-wide perspectives.
- Welcome all ideas, interests and objectives that are within the scope of the charter.
- Actively listen to engage in respectful and constructive dialogue.
- Work with a spirit of cooperation and compromise leading to authentic collaboration.
- Move forward once a consensus-based decision has been made.
- Work collaboratively to move items forward as a group Follow through on tasks that are committed to outside of scheduled meetings.



Charter for
Diversity Equity & Inclusion Committee

12/01/20

(To be posted on appropriate webpage once approved)

This Charter is established between DE&I Committee and the Student Support Council to structure the process and planned outcomes for DE&I during the (3) year period of 2021-2024

<p>Purpose</p>	<p>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.</p>
<p>Guiding Principles and Charge</p>	<p>Goal 9: <i>Expand workforce to support comprehensive college and develop/sustain excellent workplace culture.</i></p> <p>Objective 9.2 Develop systems and provide resources to preserve and foster a positive workplace culture for all constituent groups including full-time faculty, part-time faculty, classified professionals, student workers, and managers.</p> <ul style="list-style-type: none"> • To listen and respond to the concerns and needs of our students and employees • To advocate and facilitate respectful interactions with an appreciation for diversity and equity • To build a culture of practices that promote inclusiveness, dialogue, and harmony • To celebrate the many dimensions and benefits of a multicultural environment • To promote communication and advise the Student Support Council on matters related to diversity and equity • Collaborate on college and district equity efforts • Support and advocate the college’s strategic plans for diversity, equity, and inclusiveness • Coordinate activities to promote and address college-specific issues or concerns regarding diversity
<p>Scope & Expected Deliverables</p>	<p>The DE&I Committee hosts and co-sponsors events that strengthen the awareness of diversity, equity, and inclusion on our campus and college community.</p> <p>Deliverables include: Awareness Workshops Promote Professional Development & Trainings Coordinate Guest Speakers Cultural Celebrations Collaboration with College & District Efforts</p>

Membership	<p>The DE& I Committee will be comprised of approx. 15 members, inclusive of representatives of all primary constituency groups and assigned or appointed by their respective representative bodies.</p> <p>Faculty (6), Classified Professionals (6), Administrators (1), and Students (2) from the following areas:</p> <p>Academic Affairs Student Services Strategic Development Business Services Associated Students of Norco College</p> <ul style="list-style-type: none"> • Co-Chair: Administrator • Co-Chair: Faculty • Co-Chair: Classified Professional
Meeting Time/Pattern	<p>The DE&I Committee meets monthly on the first Tuesday of each month, 12:50pm-1:50pm. (In CSS 217 or via zoom) or as needed for sub groups that are planning events.</p>
Roles of Chairs and Members	<p>The Co-Chairs are accountable to the Student Support Council to ensure continuity of dialogue between governance tiers. Chairs are responsible for preparing agenda and facilitating meetings of the DE&I Committee based on best practices and guidelines for effective facilitation.</p> <p>Members are recognized as stakeholders with important expertise and perspectives relevant to the strategic charge of the DE&I Committee that can help to achieve the charter deliverables. Members are expected to actively attend and participate in all meetings, deliberations, and decision-making processes of the DE&I Committee. While representing the perspectives of the constituency group to which they belong members are expected to engage in effective dialogue with peers with the intention of finding consensus on all issues that come before the DE&I Committee.</p>

Meeting Procedures and Expectations	<p>The Co-Chairs, and members of the DE&I Committee will adhere to participatory governance best practices as follows:</p> <ul style="list-style-type: none"> • Meeting agendas are issued in advance of meeting times. • Meeting agendas are organized to achieve milestones established in the charter and prioritize actions pending, actions required, and problem solving to move the work of the group forward. • Members endeavor to: <ul style="list-style-type: none"> ○ appropriately prepare for meetings based on the meeting agenda. ○ arrive promptly and stay for the duration of entire meetings. ○ participate in a problem-solving approach where the interests of all participants are considered in developing proposals and recommendations and, where appropriate, distinguish between constituency versus college-wide perspectives. ○ welcome all ideas, interests and objectives that are within the scope of the charter. ○ actively listen to engage in respectful and constructive dialogue. ○ work with a spirit of cooperation and compromise leading to authentic collaboration. ○ move forward once a consensus-based decision has been made. ○ continue to progress with the members who are present at each meeting. ○ follow through on tasks that are committed to outside of scheduled meetings, such as sub-group meetings.
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