

# NORCO COLLEGE *REGULAR UPDATE*

August 24, 2018

Hello, Mustangs—and welcome to the 2018-2019 academic year!

Below is the newest Norco College Regular Update, aligned to the College's seven Strategic Planning Goals. Many thanks to the administrators, staff, and faculty who contribute to the newsletter. In case you've missed any issues, all Regular Updates are archived on the President's webpage:

<http://www.norcollege.edu/about/president/Pages/Regular-Update.aspx>.

Happy reading!

## **Strategic Goal 1: Increase Student Achievement and Success**

### Automatic Awarding of Degrees and Certificates

- An additional 306 associate's degrees for the 2017-2018 academic year have been awarded through the automatic awarding process, which started in August. This process identifies students who have completed the requirements for a degree or certificate but have not applied for the award.

### Completion Initiative and Guided Pathways

- ADT pathways, Schools trailheads, and area of emphasis (AOE) degree pathways information is available online:
  - ADT Pathways: [Administration of Justice](#), [Anthropology](#), [Biology](#), [Business Administration](#), [Chemistry](#), [Communication Studies](#), [Computer Science](#), [Early Childhood Education](#), [English](#), [History](#), [Mathematics](#), [Philosophy](#), [Physics](#), [Political Science](#), [Psychology](#), [Sociology](#), [Spanish](#), [Studio Arts](#).
  - Trailheads and AOE: [Arts and Humanities](#), trailhead; [Arts and Humanities](#), AOE; [Business and Management](#), trailhead; [Business and Management](#), AOE; [Social and Behavioral Sciences](#), trailhead; [Social and Behavioral Sciences](#), AOE; [STEM – Science and Health](#), trailhead; [STEM – Technology, Engineering, and Math](#), trailhead; [STEM](#), AOE.
- During the orientation, assessment, and counseling process (OAC), new students are involved in the True Colors Career Assessment to help them determine their career interests, leading to identification of a potential career path and choice of School for their academic work at Norco College.
- First-time college students were introduced to "Onboarding 2.0" in summer 2018. This new process includes introduction to Schools and trailheads by an educational advisor who provides a one-semester educational plan and registration assistance labs. Between July 3 and August 15, a total of 390 students were onboarded, with students enrolling in an average of 10.5 units, and 184 enrolled full time.
- In August a core team from Riverside Community College District and Chaffey College met to plan a summit for developing Guided Pathways within this region. The purpose of the summit, anticipated for winter 2019, is to raise awareness and provide mentorship to one another.

## Strategic Goal 2: Improve the Quality of Student Life

### Athletics Plan

- Women's cross country is being added to Norco College athletics this fall.
- Norco College soccer is partnering with SilverLakes, the primary venue for Legends, a club that works with athletes from grade school through high school and sends them on to college athletics. This fall, a few of the incoming student athletes on the men's and women's soccer teams have come through the Legends program.
- A conversation is underway through STEM about adding eSports and creating an eSports venue in CSS 217, which will become a multiuse space. As part of the College's athletics program, eSports would report to the athletics director.

### Civic Engagement

- A "meet the candidates" forum to introduce to the college community to candidates for upcoming elections to the Board of Trustees, the county Board of Supervisors, and the California State Assembly will be held early in the fall semester. Further information will be coming soon.
- This year, the Office of Student Life and student leaders will be offering voter information booths and voter registration to promote civic engagement.

### Creating Student, Classroom, and Faculty Spaces

- CSS 219, which is in process of being repurposed as the College's Foster Youth Center, currently provides some space for foster youth to hang out and work on assignments along with access to a foster youth coach, Ruth Jones-Santos, [ruth.jones@norcocollege.edu](mailto:ruth.jones@norcocollege.edu). Other staff are temporarily working out of this space as well, but in the future the space will be dedicated to foster youth, with a new layout as well as "home" to a resource specialist, who will likely begin mid-October, along with the foster youth coach. Official opening is expected later in the fall semester, possibly November.
- A conference room in the Norco Operations Center, room 116, is replacing the former conference space in CSS 219 that is being converted to the Foster Youth Center.
- To increase classroom availability, one large classroom in West End Quad has been redesigned and transformed into two fully equipped classrooms. The new space configuration will support additional class sections in order to serve students' needs.

### Student Life

- The [2018-2019 Norco College Student Handbook](#) is now available online.

## Strategic Goal 3: Increase Student Access

### Call Center

- August 20-24 is *Callpalooza* week! From 4:00 to 9:00 p.m. each day, about twenty faculty, managers, and staff have been involved, calling students who have completed orientation, assessment, and counseling but have not enrolled in any courses. As of Wednesday evening, about 6,000 students had been called, and enrollments show the results of the callers' efforts. The successful call center is now being integrated into the College's usual practice.

### College Promise

- Norco College has received a \$278,571 College Promise Grant from the state of California. A plan for utilizing the grant will proceed through participatory governance in fall for spring 2019 implementation. The plan is for first recipients to be 2018 Summer Advantage students, who will have 15 units of coursework in spring 2019 paid for along with their books for those courses. Beginning in the 2019-2020 academic year, the grant will fund up

to twelve units of fees for College Promise recipients. Look for the plan on council and committee agendas this fall.

#### Enrollment Management

- As of Thursday morning, August 23, enrollment for fall 2018 is ahead of the numbers for the same day last year. For more information, see daily nor-all email updates from Dr. Jason Parks, dean of instruction.
- As part of the new onboarding process, Admissions and Records and Counseling offices have been increasing contact with students through text messaging, calling, and emailing early in the admissions and enrollment process. Mark DeAsis, dean of Admissions and Records, and his team have been focusing on continuing students with low enrollment, and Dr. Tenisha James, dean of Student Services, and her team have been focusing on new students who are not yet enrolled.
- The new Enrollment Management Team for Norco College, formed following the College's participation in the California Community Colleges Enrollment Management Academy in July, held its first meeting on August 2. The team will meet 9:00-10:30 a.m. the first Thursday of every month. Team members include Dr. Samuel Lee, vice president of Academic Affairs; Dr. Monica Green, vice president of Student Services; Dr. Greg Aycock, dean of Institutional Effectiveness; Dr. Jason Parks and Dr. Marshall Fulbright, deans of instruction; Mark DeAsis, dean of Admissions and Records; Dr. Tenisha James, dean of Student Services; and professors Dr. Peggy Campo and Melissa Bader.
- An Academic Planning Council (APC) Completion Initiative scheduling alignment project retreat for department chairs is being organized by the deans of instruction for early September. The purpose of the retreat is to recreate the class schedule with a student-centered "completing the path" lens.

#### High School Partnership Program

- Thirty-two Norco College course sections are being offered to dual enrollment students at six area high schools in fall, providing space for approximately one thousand high school students, some of whom might not otherwise attend college.

#### Next Phase Program

- Eleven Next Phase students made the Dean's List in spring 2018.
- The first semester of the sociology associate degree for transfer program is ready to launch this fall at the California Rehabilitation Center (CRC). Currently, eleven transferable sections, a combination of ADT-applicable and general education courses, are being offered for fall.
- Next Phase is launching a ten-hour special project to provide specialized training to support teaching in the program. The training addresses faculty wellness while teaching at CRC, culturally relevant pedagogy, and advocacy for the CRC student population.
- Norco College is talking with the California Department of Corrections and Rehabilitation about using the Norconian Hotel and the former "corpsmen's quarters" as a future educational site.

#### Veterans Education/Promise Program

- Norco College presented to the Academic Senate for California Community Colleges on August 10 regarding credit for prior learning and military articulation for training. Dr. Peggy Campo, Norco College Academic Senate president; Dr. Bryan Reece, Norco College president; Dr. Samuel Lee, vice president for Academic Affairs; Dr. Kevin Fleming, strategic development; James Finley, associate professor, multimedia; and Lorenzo "Gunny" Harmon, director, Veterans Resource Center, participated in the presentation.
- The College is submitting a concept proposal to the Walmart Foundation to help build/scale our military alignment platform (MAP) to comprehensively align 1) military occupations, 2)

- military courses/training, 3) veterans contact information, 4) civilian occupational skill sets, 5) academic courses, and 6) employer job openings.
- Prior to the start of the academic year, Veterans Resource Center staff were calling veterans to let them know about potential credit for military training and enrollment opportunities for fall.
- During the 2018-2019 academic year, planning will commence on the new child development center. In June, the state legislature voted to allot Norco College \$5 million to support a childcare center for veterans and their families.
- Planning and design work continues this fall for the new Veterans Resource Center.
- Exploratory conversations continue with multiple agencies and housing developers regarding building affordable, and beautiful, veterans housing for student veterans and their families.

#### **Strategic Goal 4: Create Effective Community Partnerships**

##### Community Education

- A lease has been signed for a building in the Norco Campus Business Park (on Third Street next to Les Schwab Tires) to house the Workforce Training Center. Workforce development, marketing, and strategic communication teams will be moving into this new space very soon!
- The College has been meeting with the Jurupa Community Services District about partnering with them to locate community education in Eastvale.

##### Community Partnerships

- Norco College is committed to creating long-term relationships and mutually beneficial partnerships with our local community. To identify existing relationships and partnerships and to address areas where gaps and opportunities exist, the College is developing a reference list for all known and available partnership organizations. If you volunteer locally, the Strategic Development office would like to hear from you. Also, if you are interested in information on becoming involved locally, Strategic Development can help you get connected. Replies can be sent to Desiree Wagner at [desiree.wagner@norcocollege.edu](mailto:desiree.wagner@norcocollege.edu). For further information, see the nor-all email from Dr. Kevin Fleming titled "Are you engaged within our community?" dated July 30.
- Dr. Bryan Reece, Norco College president, has been presenting a "report on your college" update to chambers of commerce and city councils.

##### National Photonics Research Center

- A public forum on the proposed photonics project, to be led by Board of Trustees members Janet Green and Bill Hedrick, will be held at the Corona Chamber of Commerce on September 5. The purpose of the meeting is for the Board of Trustees to hear community views and concerns.

#### **Strategic Goal 5: Strengthen Student Learning**

##### SLO Assessment

- Welcome to Kevin Carlson, research and assessment manager! Kevin's first day at Norco College was August 23. This categorically funded position supports faculty assessment efforts.

#### **Strategic Goal 6: Demonstrate Effective Planning Processes**

##### Accreditation Preparation

- Over summer, accreditation co-chairs compiled a "drafty draft" of the good work from Standards Committees, along with compiling narratives and data for "front matter" of the

institutional self-evaluation report (ISER). The rough draft of these parts of the ISER will be presented during FLEX week on August 24.

- During fall 2018, Standards Committees will be revising their drafts and adding evidence, as needed. Also, we will be working on the Quality Focus Essay for the ISER.

#### Budgeting

- The District Budget and Allocation Council (DBAC) subgroup is beginning work to revise the District budget allocation model (BAM) to reflect the new student-centered state funding model. These revisions are expected to be completed by the end of the calendar year.
- The new state funding model for 2018-2019 has provided the District a higher allocation than was realized in 2017-2018. The three colleges await development of the draft final budget to understand more clearly how the additional fixed costs and ongoing expenses will impact the additional apportionment revenue in the 2018-2019 budget year.
- The District will be upgrading the enterprise resource planning (ERP) system, most likely over the 2019 calendar year, to improve business management processes. This will require a significant investment, which the District has been saving for. The final cost of the upgrade will be clearer once the request for proposals (RFP) has been issued.

#### Marketing Plan

- In response to a request for information, eleven firms have indicated a desire to work with Norco College to facilitate a comprehensive marketing plan for the College.

#### Organizing around Our Schools

- Administration and faculty leadership are discussing guidelines for faculty office assignment practice that will take into account both Schools and seniority.

#### Resource Development

- As a result of institutional reorganization, the Strategic Development unit is actively working to increase revenue for College programs and initiatives. Applications/proposals have been submitted for a \$124,538 Catalyst Fund grant for DACA students, a Leading from the Middle Professional Development plan, \$278,571 for the College Promise Grant, and the \$100,000 Veterans Resource Center Grant.
- Led by Colleen Molko, the Grants Office is working on submissions for a National Science Foundation (NSF) grant for dual enrollment, a Department of Labor apprenticeship grant in advanced manufacturing, a NSF grant for photonics (resubmission), and a regional deputy sector navigator application for transportation and logistics, all due in the next two months.
- The College was invited to submit a concept paper to the James Irvine Foundation by early September focused on innovative/effective apprenticeship programs and shrinking the skills gap within the Inland Empire.

#### Scheduled Maintenance Planning

- The Facilities, Maintenance and Operations (FMO) team has been hard at work over the summer improving campus infrastructure, detailing interior and exterior environments, and working to ensure a safe and secure learning environment.

#### Signage

- **Yay!** The College marquee sign at the corner of Third Street and Hamner Avenue and is up and running, announcing college information and events to the campus community.

#### Strategic Planning

- During summer, College administration met with a consulting firm for preplanning the Educational Master Plan (EMP) planning process. The development of the EMP will begin in fall, to be completed in spring, and will inform development of the College's strategic plan and the Facilities Master Plan, which will follow basically the same timeline.
- The drafting process for the strategic plan will begin early this fall with faculty input.

- Starting in the fall term, the College will be updating its Facilities Master Plan (FMP), which will be developed in tandem with the EMP and the strategic plan. The FMP is a five-year document, though it stretches out planning over the next ten to twenty years as we aim to meet future students' instructional needs.

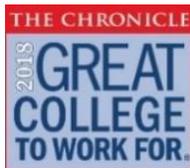
#### Technology

- **Look!** The College is aggressively working with District staff to redesign the website homepage with a Guided Pathways and Schools approach. As a step towards this goal, representatives from each committee, department, and unit will be able to receive training in August-September on updating their own webpages using SharePoint 2016. Details will be sent out soon.
- The College is meeting with a company called Launchpad to design a comprehensive collegewide student communication system utilizing the Salesforce platform. We plan to discuss and assess all student communication, email, text, and newsletter systems throughout the fall term to inform future implementation.
- The technology support services (TSS) and instructional media services (IMS) teams have been working diligently to upgrade classroom technology and software in order to meet the needs of students and faculty as the new fall term begins.
- Beginning in fall, the TSS team will be developing a comprehensive hardware inventory, which will support a forthcoming Norco College Technology Plan update. This will allow the College to plan financially for computer upgrades and inventory refresh, as technology truly has become one of the most expensive components in modern instructional facilities.

### Strategic Goal 7: Strengthen our Commitment to our Employees

#### Communicating Quality

- In July, *The Chronicle of Higher Education* recognized Norco College as a [Great Place to Work For](#). Among institutions receiving this recognition, Norco is one of only six community colleges of our size nationwide and one of only two California community colleges of any size to appear on the list. Results were based on a two-part assessment process: an



institutional audit that captured demographics and workplace policies, and a survey administered to faculty, administrators, and professional support staff. The primary factor in deciding whether an institution received recognition was the employee feedback. To view recognized institutions by category and enrollment size, click [here](#); scroll down for two-year colleges. For more information, see

<https://www.norcollege.edu/news/Pages/Norco-College-Selected-as-Great-Place-to-Work.aspx>.

#### Hiring, Equity, and Personnel

- An all-college new employee welcome event is being planned for early September. Keep an eye out for more information!

#### Master Calendar

- **Wow!** Norco College has established its first-ever Outlook master calendar for events and meetings at the College. For access to view the calendar, contact Denise Terrazas, executive assistant to the college president, at [denise.terrazas@norcollege.edu](mailto:denise.terrazas@norcollege.edu).