

**NORCO**  
**COLLEGE**  
***REGULAR UPDATE***

September 7, 2018

Hello, Mustangs!

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.norcocolllege.edu/about/president/Pages/Regular-Update.aspx>.

Happy reading!

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

Completion Initiative and Guided Pathways

- Mark your calendar! The [Completion Initiative](#) workgroup meets the first Tuesday of each month from 2:00 to 4:00 p.m. in ST 107. Fall 2018 meetings—open to all!—will be September 4, October 2, November 6, and December 4. Everyone is encouraged to participate in one or more of the meetings.
- At its September 4 meeting, the Completion Initiative workgroup discussed onboarding. Informative PowerPoints from this meeting, also presented at fall faculty FLEX days, can be found on the [Completion Initiative webpage](#). Scroll down to the Resources heading to find links to the presentations for Onboarding 2.0 2018-2019 and Student Success Teams 2018-2019.
- A team of seven from Norco College is attending the fourth of six California Guided Pathways institutes, September 6-8 in San Francisco. The focus of this institute is strengthening the onboarding process and ongoing student support for students.
- Three faculty from Norco College will be attending the Academic Senate of California Community College's Academic Academy September 14-15 in San Francisco: Dr. Courtney Buchanan, assistant professor of anthropology; Lisa Martin, assistant professor of counseling; and Jethro Midgett, assistant professor of counseling. The event is titled [Navigating New Frontiers: Faculty Leadership in Guided Pathways](#).

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

Athletics Plan

- Student Life is working on a comprehensive proposal for expansion of athletics, which is being revised with ideas from last year's discussions into a more detailed, long-range plan. The proposal will be presented for approval through the shared governance process this academic year.

Creating Student, Classroom, and Faculty Spaces

- The Wilfred J. Airey Library now has a station for students to charge their electronic devices while studying or utilizing the library's services and resources. The charging station, which is free for students, has fifteen bays and allows a user to set his or her own PIN code.

Student Equity

- A professional development opportunity for faculty! A one-day conference titled Understanding Our Students: A Student Equity Summit is being held Friday, October 26 at the Riverside Convention Center. Look for an announcement soon from the Professional Development Committee (PDC) and/or the Teaching and Learning Committee (TLC).

#### Theater Arts

- In July, Norco College theater presented the play *Wilderness* in the Little Theater, a successful production for the College and the theater team!

### **Strategic Goal 3: Increase Student Access**

#### Call Center

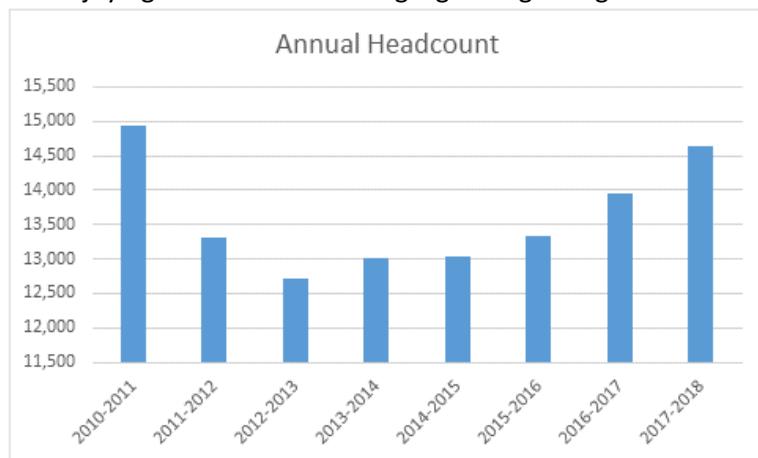
- During Callapooloza, which took place from 4:00 to 9:00 p.m. the week before fall semester, faculty, managers, and staff called 7,780 students who had not yet enrolled or had enrolled in fewer than seven units. Following the call center efforts, at the start of the term 2,665 of those students were enrolled in courses totaling 3,995 additional units generated, or 133 FTES, generating \$679,497 for the District. Fall 2018 marks the second time for the pre-semester call center, resulting in an even more efficient process this term.

#### College Resources

- The [2018-2019 Norco College Catalog](#) is available on the College's website.

#### Communicating Quality

- Although many factors influence how many students come to Norco College, annual headcount is one of the measures we use to gauge institutional effectiveness. The chart below shows the annual headcount for the College over the past eight years. As an initial observation, one can see that earlier in this decade, there was a three-year drop in attendance. The past five years have shown steady but slow increases in students attending Norco College, until the past two years, which have shown much steeper increases in student headcount numbers. We have been used to saying that the College enrolls about 13,000 students per year, but now we will need to get used to saying we enroll about 15,000 students per year. If these headcount numbers continue to increase, Norco College will need to start planning how it will maintain the quality it had as a "smaller institution" while enjoying the benefits of being a growing college.



#### Early Registration

- Combined registration for two upcoming terms, winter and spring 2019, is expected to take place this fall for all three colleges in the District. It is expected that about 3,000 students districtwide will be utilizing EduNav, an academic planning and registration tool, to register for winter and spring.

#### Enrollment Management

- As of week 2 of the semester, the College has hit its enrollment target of 3220 FTES for fall 2018 and may exceed that target with further enrollment in specific programs, such as Next Phase. Dr. Samuel Lee, vice president of Academic Affairs, notes that every enrollment is important at this stage of the game and points to the goal of maximizing students' access and opportunity. He identifies as crucial the faculty's hard work in adding and retaining students, as instructors deem appropriate for the course cap and pedagogical integrity—especially with the census date approaching on Monday, September 10.

#### High School Partnership Program

- This fall, the College is rolling out one or more courses at each of six area high schools. Registration for dual enrollment appears on the daily enrollment report sent to nor-all by Dr. Jason Parks, dean of instruction.

#### Veterans Education/Promise Program

- The articulation platform to identify credit for military training and experience is continuing development, and outreach to veterans is continuing.
- Dr. Michael Collins, vice president of Business Services, met with architects for the Veterans Resource Center on August 30 to look at options for the site of the new building.
- Hey, look!** As of Wednesday, September 5, for the fall 2018 semester, **419** veterans have enrolled at Norco College, either utilizing benefits or self-identified as veterans, compared with 367 in fall 2017.

### Strategic Goal 4: Create Effective Community Partnerships

#### CTE

- The Energy, Construction, and Utilities (ECU) Regional Advisory and Industry Skills panel meets September 21 at the Ontario Carpenters Training Center. The event brings together regional colleges within and outside of our District to solicit input from business professionals to address the changing needs of industry.

#### Community Education

- Exciting!** The first schedule of Community Education classes is expected to begin around October. To comply with Title V, a list of class offerings will be going to the Board of Trustees for approval.
- If you have an idea for a Community Education course, contact Debra Mustain, dean of community partnerships and workforce development, at [debra.mustain@norcocolllege.edu](mailto:debra.mustain@norcocolllege.edu).

#### Community Partnerships

- Dr. Bryan Reece, Norco College president, and Dr. Kevin Fleming, strategic development, will be traveling to Washington, D.C. the end of September along with members of the Corona Chamber of Commerce on a legislative advocacy visit. Among the approximately one dozen planned visits will be meetings with the Office of Veterans Affairs, members of Congress, and the National Science Foundation.
- The City of Corona plans to open a new Corona Innovation Center this fall, and Norco College is meeting with the city to discuss a presence in that space.

#### National Photonics Research Center

- Dr. Wolde-Ab Isaac, chancellor of Riverside Community College District, and the Board of Trustees held a public forum on Norco College's proposed photonics project in Corona on September 5, led by Trustees Janet Green and Bill Hedrick. The Board of Trustees will discuss this forum at its next regular meeting on September 17.

### Strategic Goal 5: Strengthen Student Learning

#### Faculty News

--Special thanks to Dakota Mattson, associate faculty in English, for compiling Faculty News!

- José M. Sentmanat, assistant professor of philosophy, wants everyone to know about the newly minted Philosophical Affairs Club (PAC). This club is for philosophy majors and other students interested in the concerns of philosophy and thought. PAC will meet several times a month for “philosophy discussion hours” and will also be sponsoring and hosting a movie night in mid-November. The club provides a great opportunity for improving critical thinking and for nurturing a community of thinkers on campus. The first “philosophy discussion” will be held on Thursday, September 20, from 12:50-1:50 p.m. The topic is, “Should Congress reinstitute the military draft in the U.S.?” Keep an eye out for the flyers, and let your students know about the club and upcoming events!
- Artwork by Jacqueline Bell, associate faculty in art, will be on display at 50/50: The Creative Magic of Collaboration, an exhibit at the Progress Gallery in Pomona. The opening reception is Saturday, September 8, 6:00-9:00 p.m., and a second reception will be held October 13, 6:00-9:00 p.m. The exhibition, which will be on display until October 27, explores the multisensory, collaborative nature of art and art creation. All are welcome to stop by and see her work. Congratulations, Jackie!
- Charles Delgadillo, associate faculty in English, published his first book, *Crusader for Democracy: The Political Life of William Allen White*, with University of Kansas Press in June. A political biography, it covers “one of America’s leading journalists and a leading Republican Party liberal activist” based in Kansas who never shied away from a challenge or breaking news story. Writer Robert W. Merry gave the book a glowing review in the *Wall Street Journal*. Congratulations, Charles!
- Liz Harmer, associate faculty in English, is very excited to announce that she published her first novel, *The Amateurs*, with Knopf Canada. It will be released in the United States in April 2019 with Penguin Random House. An examination of a dystopian future, Liz’s novel has been compared to works of Margaret Atwood and other literary science fiction authors. Congratulations, Liz!
- Lawrence Justin White, Jr., associate faculty in business, will be presenting two papers at the 2018 Engaged Management Scholarship Program, September 6 to 8 at Temple University. The first paper, “Too Much Productivity,” is a solo endeavor while the second, “Online Signals from the Entrepreneur and Their Implications on Perceived Organizational Support,” will be co-presented with two other authors. Congratulations, Justin!

#### SLO Assessment

- The Office of Institutional Effectiveness welcomes Dr. Kevin Carlson as a full-time research and assessment manager, a position that will support assessment efforts across campus as we prepare for accreditation in 2020. Kevin is a developmental psychologist by training (MA from Cornell University and PhD from the University of California, Santa Cruz). He has worked in higher education for almost two decades, half of that time as a full-time faculty member and half of that time in institutional research and professional development. He is looking forward to meeting and supporting the faculty in their PLO and SLO assessments. In the next month, he will initiate weekly drop-in times and will be attending various meetings across campus to introduce himself. If you would like to contact him, please call ext. 7894 or email him at [kevin.carlson@norccollege.edu](mailto:kevin.carlson@norccollege.edu).

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

##### Accreditation Preparation

- A “drafty draft” of Accreditation 2020 institutional self-evaluation report (ISER) front matter and Standards Committees work so far was presented at faculty FLEX days, along with an overview of the timeline and key parts of the ISER document. As part of the presentation,

Dr. Lee, the College's accreditation liaison officer, led attendees in an activity to consider evidence that shows the College's alignment with Standard IIA: Instructional Programs.

- The next Accreditation 2020 Steering Committee meeting will be September 21, 8:30-10:30 a.m.

#### Budgeting

- While anticipating the final budget from the District, the College is evaluating how to best position ourselves within the state's new student-centered budget model.

#### Organizing around Our Schools

- Faculty leads for the four Schools are as follows:
  - For the School of Arts and Humanities, Professors Kim Kamerin ([kim.kamerin@norcocollege.edu](mailto:kim.kamerin@norcocollege.edu)) and Jessica Dobson ([jessica.dobson@norcocollege.edu](mailto:jessica.dobson@norcocollege.edu));
  - For the School of Business and Management, Professors Rex Beck ([rex.beck@norcocollege.edu](mailto:rex.beck@norcocollege.edu)) and Patty Worsham ([patty.worsham@norcocollege.edu](mailto:patty.worsham@norcocollege.edu));
  - For the School of Social and Behavioral Sciences, Professors Sarah Burnett ([sarah.burnett@norcocollege.edu](mailto:sarah.burnett@norcocollege.edu)) and Courtney Buchanan ([courtney.buchanan@norcocollege.edu](mailto:courtney.buchanan@norcocollege.edu));
  - For the School of STEM, Professors Stan Tyler (in the areas of science and health) ([stanley.tyler@norcocollege.edu](mailto:stanley.tyler@norcocollege.edu)) and Jeff Warsinski (in the areas of technology, engineering, and mathematics) ([jeff.warsinski@norcocollege.edu](mailto:jeff.warsinski@norcocollege.edu)).
- The four Schools' counselors, part of the Schools' student success teams, are as follows:
  - For the School of Arts and Humanities, Jethro Midgett ([Jethro.midgett@norcocollege.edu](mailto:Jethro.midgett@norcocollege.edu)), John Moore ([john.moore@norcocollege.edu](mailto:john.moore@norcocollege.edu)), and Nick Franco ([Nicholas.franco@norcocollege.edu](mailto:Nicholas.franco@norcocollege.edu));
  - For the School of Business and Management, Marissa Illiscupidez ([marissa.illiscupidez@norcocollege.edu](mailto:marissa.illiscupidez@norcocollege.edu)) and David Payan ([david.payan@norcocollege.edu](mailto:david.payan@norcocollege.edu));
  - For the School of Social and Behavioral Sciences, Maria Jurado ([maria.jurado@norcocollege.edu](mailto:maria.jurado@norcocollege.edu)) and Lisa Martin ([lisa.martin@norcocollege.edu](mailto:lisa.martin@norcocollege.edu));
  - For the School of STEM, Sean Davis ([sean.davis@norcocollege.edu](mailto:sean.davis@norcocollege.edu)), Erin Spurbeck ([erin.spurbeck@norcocollege.edu](mailto:erin.spurbeck@norcocollege.edu)), and Christine Ediss-Lopez ([Christine.lopez-ediss@norcocollege.edu](mailto:Christine.lopez-ediss@norcocollege.edu)).
- Student School ambassador applications are open and can be found at the bottom of each of the Schools' webpages. Applications are due by 4 p.m. on Monday, September 17. Faculty will be involved in the selection process for student ambassadors, with the goal of having the ambassadors in place by the end of September.

#### Prioritization (Supplies and Equipment, Staff, Technology, Facilities)

- The Institutional Strategic Planning Council (ISPC) will be establishing a workgroup to review the College prioritization process.
- The Academic Affairs prioritization subcommittee will meet in late September (meeting date TBA) to prioritize program review requests for instructional resources.

#### Resource Development

- At its September 5 meeting, ISPC discussed a proposed new indirect-cost reinvestment procedure, which would establish a college indirect rate for non-general fund appropriations and some private gifts of up to ten percent. (Indirect costs are costs not specifically designated but included within many grants, gifts, and non-general fund legislative appropriations for what might be called "overhead.") The proposal reinvests fifty percent of

indirect revenue into the Strategic Development unit and fifty percent into College operations.

#### Safety

- The College's safety team offered disaster worker training focusing on CPR, use of an automated external defibrillator (AED), and first aid in June and August.
- With the support of Facilities, College Safety and Police, the vice president of Academic Affairs, and the Professional Development Committee, Safety and Emergency Planning participated in the fall 2018 FLEX Days. Included was active shooter training, utilizing three scenarios that participants rotated through (classroom, open space/collaborative, and office environment). In addition, Safety and Emergency Planning was invited to present a disaster preparedness module at the fall 2018 FLEX Days.
- The Safety Committee, College Police, and Safety and Emergency Planning participated in Welcome Day and Welcome Week 2018.
- The safety team across the District is campaigning to encourage students, facility, and staff to download and install the RAVE Guardian app. For more information on the app, click here: <https://www.rccd.edu/secureRCCD/Pages/guardian.aspx>.
- The safety team is promoting community emergency response team (CERT) training, hosted at Moreno Valley College on October 19 and 26.
- **Save the Date!** The Emergency Preparedness Fair will take place on the Palm Pathway on September 18.
- Keep up to date with these events and other information by visiting the Norco College Safety and Emergency Planning website at <https://www.norcocollgesafety.com/> or following on Twitter @NCSafetyPrep.

#### Scheduled Maintenance Planning

- Parking lot B, bordered by Third Street, Mustang Circle, College Way, and Windy Way, is likely to be resealed and restriped during Thanksgiving break.

#### Strategic Planning

- The College Strategic Plan and Facilities Master Plan are under development in tandem with the Educational Master Plan (EMP). Nine meetings with College divisions, Schools, and other groups are being planned to discuss development of the EMP, beginning with the college leadership retreat on September 28.

#### Traffic and Parking

- For traffic flow and safety, pylons have been set up on Third Street at Kennedy Lane (between the STEM Center and JFK Middle College High School) to prevent cars from making U-turns at this location and from making left turns into or out from the STEM parking lot. After two to three weeks, the College will evaluate the change to see if it is making a positive difference. For more information on campus traffic and a map, see the August 26 nor-all email from Dr. Michael Collins, vice president of Business Services, titled "Norco College Traffic Adjustments— Effective Monday, 8/27/18."
- The HAWK system (**H**igh intensity **A**ctivated cross**W**a**K**), installed in early spring 2018, appears to be helping with traffic flow.
- Fifty more staff/faculty parking spaces were added in various lots on campus before the beginning of the fall semester. The College will be assessing the availability of parking based on daily counts supplied by College Safety and Police as well as discussions with faculty, staff, and students. All decisions regarding parking will continue to be rooted in data.
- Norco College is working with the public works director for the City of Norco to evaluate timing of the left-turn light from Hamner Avenue onto Third Street. The time was increased at the College's request, which has improved the flow of traffic onto the campus. Hamner Avenue is scheduled to be repaved in October, at which time the sensing loops in the left-

turn lane, which are currently disconnected, will be reconnected and calibrated for optimal turn timing.

#### Website

- Training will take place September 20, 21, 25, and 26 to enable individual units and departments of the College to update their websites/webpages within the College website.
- The College is working on a redesigned, more student-friendly website that uses a Guided Pathways and Schools orientation. The new site will migrate over most content from the current website.

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

#### Hiring, Equity, and Personnel

- **Wow! Look!** An all-college new employee welcome event is being planned for October 2, 12:50-1:50 (College Hour), in CSS 217. Mark your calendar, and keep an eye out for more information!

#### Master Calendar

- Norco College's first-ever Outlook master calendar for events and meetings has been established. For event planners, the calendar is an effective tool to encourage attendance by avoiding the scheduling of multiple events on the same day. For access to view the calendar, contact Denise Terrazas, executive assistant to the college president, at [denise.terrazas@norcocollge.edu](mailto:denise.terrazas@norcocollge.edu). Once access is granted, a person will be able to see College events alongside his or her regular calendar on the desktop and smartphone. A note to planners that the calendar does not replace the need for a 25Live request.

#### Professional Development

- In an effort led by Dr. Marshall Fulbright, dean of instruction—along with the Professional Development Committee, the Teaching and Learning Committee, Academic Senate and Classified Senate, the Management Leadership Association, Associated Students of Norco College, and others—a collegewide strategy is being developed for employees in all constituent groups to apply for professional development funds. Look for more information to come.