

# NORCO COLLEGE REGULAR UPDATE

February 8, 2019

Hello, Mustangs!

Below is the newest Norco College Regular Update, using The Big Us Plan framework to align with college strategic goals and objectives. With continuing dialogue around new strategic plans, this structure may be modified over time. Feel free to send along your comments about the newsletter to [Regular.Update@norcollege.edu](mailto:Regular.Update@norcollege.edu). All Regular Updates are archived on the President's webpage: <https://www.norcollege.edu/about/president/Pages/update.aspx>.

In order to spotlight all news, the beginning section of the Update will rotate each month. This issue begins with 9.0, followed by 10.0, then 1.0, and so on. The next issue will begin with 8.0.

Happy reading!

<u>Upcoming Deadlines and Due Dates</u>	
WIN 2019 final grades (due 5 days after last day of class)	February 12
WIN 2019 attendance rosters and incomplete grade contracts	February 12
SPR 2019 add deadline for most full-term classes	February 22
SPR 2019 deadline to drop without a W for most full-term classes	February 24
SPR 2019 census day for most full-term classes	February 25

**Goal 9 (Operations): NC will implement professional, intuitive, and A.I.-enhanced systems supporting students along the entire student life-cycle (from recruitment to alumni).**

**Objective 9.1: Maintain Accreditation Status through Continuous Quality Improvement**

- Thanks to all who have worked on Standards sections of the institutional self-evaluation report (ISER)! Committee members and the accreditation co-chairs, along with District support for some sections, are continuing to fill in evidence and analysis gaps in the current draft. Early in spring, committees will wrap-up their sections with Conclusions and suggestions for Improvement Plans, if needed.
- In spring, look for opportunities to participate in discussion of the Quality Focus Essay (QFE), part of the Accreditation 2020 ISER. In the QFE, the College will propose two or three "action projects," in alignment with the College's Educational Master Plan and Strategic Plan, to enhance student achievement at the institutional level. The Midterm Report,

submitted about four years following the ISER and team visit, will describe progress on these projects.

- *Mark your calendar!* The accreditation peer review team will visit Norco College March 2-5, 2020.

### **Objective 9.2: Practice Effective Planning, Assessment, and Shared Governance**

- *Hey, Look!* Check your email for the first draft of the 2030 Educational Master Plan, sent to nor-all by Dr. Bryan Reece, Norco College president, on February 5 with the email title “2030 Educational Master Plan (First Draft).” To access the document, click here: [https://studentrcc.sharepoint.com/:w:/r/sites/EducationMasterPlanNC/\\_layouts/15/Doc.aspx?sourcedoc=%7B458d12e5-8f5a-4fec-9c0b-0eff9cb73150%7D&action=default&gad=141](https://studentrcc.sharepoint.com/:w:/r/sites/EducationMasterPlanNC/_layouts/15/Doc.aspx?sourcedoc=%7B458d12e5-8f5a-4fec-9c0b-0eff9cb73150%7D&action=default&gad=141). Pull down the “Edit Document” menu in the top right corner of the page and select “Edit in Word.” This will allow you to open the draft in Microsoft Word, which makes reading much easier. Instructions for submitting comments can be found in the February 7 nor-all email from Dr. Samuel Lee, vice president of Academic Affairs, titled “Who is Mr. Ed Plaster Man and How do I Comment on Him?” Everyone is encouraged to access the document, share the link with any group you belong to, and submit comments by Friday, March 8. In Dr. Reece’s words, “Together we are laying the groundwork for the Norco College of the future on behalf of our students and community—we need your ideas in the mix and at the fore.”
- President Reece shared Big Us Planning at the February 8 Flex Day, with emphasis on the new Educational Master Plan (EMP). Big Us Planning at Norco College equals the 2030 Educational Master Plan, the 5-Year Strategic Plan, a Governance Plan, and the Facilities Master Plan. Faculty, staff, managers, two Trustees, and members of the community attended, filling HUM 111 for the presentation.
- The Facilities Master Plan (FMP) project has developed a micro-communication website to engage the campus community electronically in the process of FMP development. The site will allow greater access, especially for people who are not on campus every day, for example, part-time students, part-time faculty, and community members. The site can be accessed here, <http://norco-college-fmp-microsite.webflow.io/>, and will ultimately be connected to the Norco College website.

### **Objective 9.3: Develop, Organize and Implement Professional Communication Systems**

- Those who are interested in learning how to edit their department’s or committee’s Norco College website pages will find a schedule of online and on-campus SharePoint training sessions here: <https://www.norcollege.edu/employees/Pages/SharePoint-Training.aspx>. All webpage editors are required to attend a training session before editing access will be granted. Committees are encouraged to send one or more members to the SharePoint trainings to learn how to add agendas and minutes and update membership. For more information, see February 7 nor-all emails from Jennifer Krutsch, media and marketing technician, or contact Jennifer at (951) 738-7779 or [Jennifer.Krutsch@norcollege.edu](mailto:Jennifer.Krutsch@norcollege.edu).
- Norco College is working with the District to determine effective ways to utilize EduNav. The goal is to increase the number of District students using EduNav to 15,000 for the next registration cycle (summer/fall registration). The big goal is to scale to all District students by fall 2019.
- Testing of the campus’s emergency PA communication system was scheduled for the morning of February 8, a time that would not interfere with classes. The test is important to ensure the system is ready as one tool to communicate in case of an emergency.

### **Objective 9.4: Automate/Streamline/Modernize Operational Processes**

- The Norco College Strategic Development department implemented the use of Sprout online, a social media platform used to schedule posts as well as track, respond, and view metrics. The department also continues to monitor news daily through Meltwater. The

District purchased these memberships for the colleges in an effort to extend engagement and environmental climate tracking.

- Academic Affairs is piloting the Concur travel system for Norco College, in partnership with the District.
- Etrieve, electronic forms for common documents previously kept as paper such as absence requests and time sheets, is already being fully used in Business Services, and the Academic Affairs pilot is starting up.

**Goal 10 (Resources): NC will develop innovative and diversified resources to build and sustain a comprehensive college and achieve its visionary goals.**

**Objective 10.1: Improve Budgeting Practices**

- Currently, the [District Budget Advisory Council \(DBAC\)](#) subgroup working with the budget allocation model (BAM) revision is looking at how the model would have worked in 2018-2019 before trying to simulate the 2019-2020 budget.
- The second-quarter College budget performance report is completed and will be presented at the February 12 [Business and Facilities Planning Council \(BFPC\)](#) meeting. The report shows that the College budget is performing well.

**Objective 10.2: Develop Resources, Collaborators and Partners**

- Led by Debra Mustain, dean of community partnerships and workforce development, Norco College is assisting the City of Corona in facilitating a SWOT (strengths, weaknesses, opportunities, and threats) analysis this spring around homelessness solutions and preparing a plan/approach moving forward. A regional ad-hoc committee, group of community volunteers, and non-profit stakeholders are being convened by City Hall and the Corona City Council. As a true community partner, the College is proud to lead the analysis with the community.
- There are discussions about a Community Education-based market farming program.
- **Save the date!** The [2019 Dinner with the President](#), the College's annual fundraiser and external engagement event, is scheduled for April 18. Jocelyn Yow, former Norco College student and now Eastvale City Council Member, will be honored as Alumnus of the Year. Dr. Michael H. Lin, CNUSD superintendent, and the Corona-Norco Unified School District, will be honored with the President's Award.

**Student Transformation**

**Goal 1 (Access): NC will expand college access by doubling current headcount and FTES.**

**Objective 1.1 Expand Annual Headcount to 30,000 and FTES by 14,000**

- For Callapolooza spring 2019, callers contacted 6,348 students between January 23 and 31. Students from three groups were called: those enrolled in 0 units, those enrolled in 1-6 units, and those enrolled in 7-9 units. As of February 4, students had enrolled in 4,811 additional units, approximately a 25 percent increase from January 22 to February 4.

**Objective 1.2 Expand College-Going Rate in Our Service Area**

**Objective 1.3 Expand Program-of-Study Options for Seamless Pathways from Service-Area High School to AA to BA to Gainful Employment**

**Goal 2 (Completion): NC will significantly improve four-year completion rates, "Flip the 20/80 to 80/20."**

**Objective 2.1: Institutionalize the Guided Pathways Framework**

- A team from Norco College participated in [Guided Pathways Institute #5](#), Ensuring Students Are Learning and Progressing Along the Pathway, held at the Mission Inn in Riverside from

January 31 to February 2. This institute focused on pillar 4 of guided pathways, to “ensure that learning is happening with intentional outcomes.” The main takeaway was this question for discussion: How do we define good teaching at Norco College around the parameters of completion and equity?

**Objective 2.2: Improve Transfer Velocity and Rates to the 90<sup>th</sup> Percentile in the State**

**Objective 2.3: Implement Integrated Systems for Guided Pathways Framework (schedule entire POS pathway ahead of the ERP; CRM for student caseload management; integrated curriculum POS, SLO assessment, program review, pathways creation; integrated planning)**

- Educational advisors, student success coaches, and student services staff (18 staff) attended a retreat January 24-25 at the UCLA Conference Center in Lake Arrowhead that focused on continued dialogue around transitioning to a case-load management model and training on the RP Group’s [Student Support \(Re\)defined](#) with a focus on the intersection of the Six Success Factors and Pillar 3 of Guided Pathways (Stay on the Path). Darla Cooper, executive director of the [RP Group](#), facilitated the training.

**Goal 3 (Equity): NC will close all student equity gaps.**

**Objective 3.1: Close the Equity Gaps**

- *Hello, Norco College Faculty!* February 1 marked the first meeting of the Open Educational Resources Initiative (OERI). If you are interested in low-cost or no-cost educational materials, your input is vital to represent Norco's vision for OER. Michael Bobo, assistant professor of humanities, in his role as the College’s OER liaison, must gather accessibility, equity, disciplinary, and pedagogical concerns and report them to the Open Educational Resources Task Force. Moreover, he will share opportunities and information as OERI matures. Click on this hyperlink for the [OER Task Force webpage](#), and feel free to direct all interests and concerns to Michael Bobo (ext. 7733 or [Michael.Bobo@norcocollege.edu](mailto:Michael.Bobo@norcocollege.edu)).
- Mark your calendar for [Read 2 Succeed](#) events! The spring 2019 book selection is *The Upward Spiral: Using Neuroscience to Reverse the Course of Depression One Small Change at a Time* by Alex Korb, PhD. There are three Read 2 Succeed events scheduled for spring: March 28, book discussion, 12:50-1:50 p.m.; April 25, student panel, 12:50-1:50 p.m.; May 23, author appearance, 12:30-2:30 p.m.
- The process of writing the new three-year Student Equity Plan will begin in spring, led by Dr. Gustavo Ocegüera, dean of grants and student equity initiatives, who will be working with faculty. Part of the process will include attending the USC Equity Institute. The plan is due to the state by June 30.
- [Student Support \(Re\)defined](#), a project of [The RP Group](#) with an equity focus, offers two-page documents on ways to support student success based on the project’s research: [10 Ways Everyone Can Help Support Student Success](#), and [10 Ways Faculty Can Support Students’ Success](#).

**Objective 3.2: Establish Cohesive Professional Development Focused on Equity**

**Goal 4 (Professional Development): NC will define excellence in teaching, service, and leadership; support employee development; and foster a culture of ongoing improvement.**

### **Regional Transformation**

**Goal 5 (Region Development): NC will help establish a distinct regional identity and organization and will host several mature initiatives that impact regional development.**

**Objective 5.1: Conduct Annual State of the Region**

**Objective 5.2: Implement Key Stakeholders Communication Strategy**

- After recent success expanding to include Eastvale civic leaders, the President's Advisory Board is expanding to include representatives from the City of Jurupa Valley and Jurupa Unified School District.

**Objective 5.3: Facilitate Relationships between Norco College Area Civic Leaders and RCCD Leadership**

**Objective 5.4: Fully Implement High School Partnerships throughout the Region**

- In spring 2019, the College's Dual Enrollment program is adding Alvord Continuation High School and the Hybrid School of Innovation, and the program anticipates further growth in summer and fall with additional high school partnerships.

**Objective 5.5: Bring Bachelor's Degree to the Region**

**Objective 5.6: Reduce Skills Gap in Region**

**Objective 5.7: Expand Arts in Region**

**Objective 5.8: Launch National Photonics Center (Pending Board Approval)**

- Work on the photonics center feasibility study continues.

**Objective 5.9: Launch National Veterans Resource Center**

- The Veterans Resource Center project (VRC), generously funded in part by the \$2 million state appropriation led by Assembly Member Sabrina Cervantes, is on track and moving forward swiftly. It has gone through the programming and schematic design phases, and is now in the final stages of mandated California Environmental Quality Act (CEQA) compliance investigation with geotechnical and topographical experts concluding their surveys and analysis on the property. This should be completed by early February. Once completed, the VRC project will go into the construction drawing phase, where the existing budget is analyzed with the estimated construction costs. At this point, it is anticipated that the VRC project will break ground in fall 2019.
- Architects for the new VRC, Ruhnau Clarke, will be presenting to [BFPC](#) at the council's February 12 meeting. The architects will offer an update, basic cost estimate, timeline, and basic schematic.
- Next month, expected from the architect are an updated floor plan with interior design, building elevations with material callouts, structural/mechanical/electrical plans, and all preliminary schedules and costs. Look for updates as this exciting regional project continues to make progress!
- View and read the story of Norco College student and Marine Corps veteran Mark Ho, subject of a recently aired [ABC7 Salutes](#) story. Mark Ho, who served in Iraq and has been a student on and off since 2007, is fighting two types of cancers while pursuing a career in music therapy.
- For the military articulation platform (MAP), up to 10 faculty, via special project from Strong Workforce funds (up to 15 hours per instructor), will work on course articulations in their areas. Faculty who are interested can contact Dr. Samuel Lee, vice president of instruction, at [Samuel.lee@norcocollege.edu](mailto:Samuel.lee@norcocollege.edu); otherwise, faculty in particular articulation areas will be contacted. The College is also working to connect articulation with C-ID (Course Identification Numbering System, a system developed to ease transfer and articulation in California's higher education institutions). The goal is to have a significant number of published articulations in time for the March 21-22 [California Community Colleges Veterans Summit](#), where Norco College will be presenting on MAP. Nine area participating colleges are eagerly awaiting a chance to start using the MAP system.
- Dr. Lee has been overseeing MAP development up to this point and is now handing the baton to Mark DeAsis, dean of Admissions and Records, and Lorenzo "Gunny" Harmon,

Veterans Resource Center director, as the project is moving from the design phase to the implementation phase. Development of MAP is being funded partly by the \$2 million state appropriation led by Assembly Member Cervantes and currently by regional Strong Workforce funding.

**Objective 5.10: Launch National Model for Prison-College**

- Next Phase is offering 18 sections of courses at the California Rehabilitation Center (CRC) in spring—more courses than ever before. Approximately 150 students are expected to enroll across these sections.
- The College’s Next phase program is working on a memorandum of understanding (MOU) with Pitzer College as a first step in the process of developing one of only two bachelor’s programs inside a prison in the state of California, and the only such program based on a public-private partnership.
- Norco College is working on a feasibility study on Ingalls Hall at the California Rehabilitation Center (CRC) in partnership with the California Department of Corrections and Rehabilitation. The study, to be completed in March, looks at the feasibility of turning Ingalls Hall into an instructional facility for inmate education.

**College Transformation**

**Goal 6 (Programs): NC will be the regional college of choice by offering a comprehensive range of programs that prepare students for the future and meet employer workforce needs.**

**Objective 6.1: Develop/Expand/Improve Instructional Programs**

- Online, hybrid, and web-enhanced instructors: A schedule of distance education/Canvas training and support at Norco College is attached to a February 4 nor-faculty email from Sean Ulbert, instructional designer, titled “Online Learning / Canvas - Best Practices Workshop.” For more information and updates regarding weekly training and support for Canvas/online learning, please contact Sean at (858) 859-0130 or [Sean.Ulbert@rccd.edu](mailto:Sean.Ulbert@rccd.edu). A 24/7 Canvas support line also is available for students: (844) 603-4264.
- During recent Big Us Plan retreats, discussions about possible new programs have come up, as shown in the following list. Discussions will be ongoing in spring semester.

Engineering/Photonics
Apprenticeship
Health Industries and Technology (1. Respiratory Tech 2. Medical Stenography [Ultrasound] Tech 3. Medical Assistant [Note: good for Nursing and Physician’s Assistant Pathways—gives more points for entry] 4. Physical Therapy Assistant 5. Occupational Therapy Assistant 6. Radiological Tech 7. Surgical Tech.)
Agriculture Industries, Technology (Ag science, Horticulture, Veterinary tech and Animal Science, Equine Studies)
Sustainable Technologies (Green Technologies, solar tech, thin film tech, environmental science certificate, Waste Management [sustainable energy technologies focusing on local issue: animal waste to energy])
Natural Sciences (Geology, Biotechnology)
Education (Education, K-8 STEAM Academy, music education [w/ CSU SB upper division classes on campus for BA], Teacher Prep Ed ADT)

Languages (Arabic, Chinese, Italian, Farsi)
Computer Sci (Infomatics; Information Science; Big/Quantum Data [in association with the Corona Naval Surface Warfare Center])
Performing Arts (Woodwinds and Strings Program -- Ensembles with Corona Symphony. Integrate with K-8 STEAM Academy and JFK, Theatre [build back and add Set Design, Construction, Makeup, etc., Dance])
Visual Arts (Digital Arts: Industrial Design -- crossover with CIS and Engineering, Graphic Design, Applied Digital Media, Photography, Journalism [crossover with COMM], Animation, Film production/editing, web development, animation [crossover with CIS])
Athletic programs in KIN (Softball, aquatics [both strong tie-ins with community by offering community swim programs, life guard certification, WSA Instructor certification, geriatrics]).
Criminal Justice (Regional Justice and Equity Center with Criminalistics w/crime lab, crime scene yard, law school pathway [RCC model], tie-in with Next Phase and 3Ps [also agency partnerships], legal aid, court reporter)
Psych/Soc/Social Work (Mental Health and Psych Tech, Infant Mental Health certificate [crossover with Ed and Early Childhood Education Center], Certificate program for students with disabilities from local HSs [crossover with NC and Community Ed – focus on job training and skills employability]; Alcohol and Drug Counseling certificate [and ADT] in association with Next Phase and prison re-entry program)
Business entrepreneurship (Tech transfer in association with Photonics, Market Farming in association with Ag, Industrial design and engineering in association with the creation of a Maker Space)
Add Associate Degrees for Transfer: Law and Public Policy, Ag Plant Science, Public Health, Animal Science, Ag Business, Global Studies, Hospitality, Elementary Ed, Film, TV, Digital Media, Social Justice

**Objective 6.2: Develop/Expand/Improve Student Support Services and Programs**

- The Associated Students of Norco College (ASNC) and Student Life host Welcome Week the first week of every fall and spring. Two booths will be located on campus next week, one in front of the IT building and another in front of the SSV building, operating from 7 a.m. to 6 p.m., Monday through Wednesday, staffed by student volunteers and counseling staff. Students visiting the booths will have access to open class lists and will be able to get general questions answered.

**Objective 6.3: Develop Championship Quality/International-Focused Athletics**

**Objective 6.4: Achieve Program/Pathways Excellence**

**Goal 7 (Workplace): NC will regularly achieve “Great College to Work For” status across all categories and will hire enough employees to support a comprehensive college and achieve diversity balance.**

**Objective 7.1: Create Professional and Engaged Workplace Environment**

**Objective 7.2: Hire Great Employees**

- Valorie Piper has joined Strategic Development as administrative assistant IV. Her twenty years’ experience includes, most recently, executive operations assistant to the chief information technology officer at the University of California, Riverside and interim human resource analyst, after being internally promoted from the School of Bioengineering. She previously worked with the Riverside County Department of Public Social Services as well as the RCCD Foundation. Valorie holds a BA in business administration and finance and a master’s in business administration from California Baptist University. She resides in Riverside with her husband and two children and is very involved with her children’s sports organizations. Valorie’s office is located in CACT, and she can be reached at (951) 372-7027. Welcome, Valorie Piper!

- Ann Tewahaftewa is serving as a substitute administrative assistant in the Dean of Instruction's Office. Ann retired from Human Resources in 2011 as a human resources specialist, and we are grateful for her willingness to come back and help out as we push into this spring term. Ann has also helped when other positions have been in the recruitment process: at RCC in the Nursing Department, and at the District level in HR, the Chancellor's Office, and in the Administrative Services Center. When you're in IT 200, stop by to say hi and to welcome Ann Tewahaftewa!
- At the January 26 Community College Faculty Job Fair, held in Los Angeles and sponsored by the California Community Colleges Job Registry, 87 discussions took place with people inquiring about working at Norco College.

**Objective 7.3: Promote Advancement Opportunities**

**Goal 8 (Facilities): NC will build a comprehensive and inspiring campus integrated into the region it serves and as a destination for education, commerce, life, and the arts.**

**Objective 8.1: Build Critical Facilities Identified within Comprehensive Master Plan**

**Objective 8.2: Develop and Maintain Beautiful Landscaping/Hardscaping**

- To follow purchasing requirements, the College is getting a second vendor proposal for amphitheater shade structures.

**Objective 8.3: Keep Transportation Flowing and Provide Sufficient Parking**

- The first part of the Parking Lot B project, asphalt repair, was completed at the end of January.
- On February 6, the College met with an architect regarding ADA access improvements in parking lots B and D, with a focus on campus access points. Projects in those parking lots are expected to take place in summer.

**Objective 8.4: Build Sustainable College Campus**