Minutes
Institutional Strategic Planning Council
May 17, 2017
ST 107 (1:00-2:30pm)

Note: This meeting continues at the Open Dialogue Session in CSS 217 from 2:30 – 3:30pm.

Members:
Diane Dieckmeyer (VP Academic Affairs *ISPC Chair*)
Ruth Leal (Staff-Instructional Productions Specialist *ISPC Chair*)
Melissa Bader (Faculty Rep to District EMTF *ISPC Chair)
Beth Gomez (VP Business Services)
Mark DeAsis (Dean of Admissions and Records)
Chris Poole (Staff)
Mark Lewis (COM Faculty)
Monica Esparza (Staff)
Leona Crawford (Staff)
Maria Barrigan (ASNC)
Daniel Landin (Staff)
Barbara Moore (Faculty)
Celia Brockenbrough (Library Faculty)
Tom Wagner (CTE Faculty)
Mitzi Sloniger (Faculty)
Monica Green (Vice President Student Services)
Kristine Anderson (Accreditation Faculty Co-chair)

 Absent:
Greg Aycock (Dean, Institutional Research)
Barbara Moore (Associate Professor, Biology)

Guests:
Lorena Newson (Director, Title III HIS-STEM Grant)
Tom Wagner (Associate Professor, Business Administration)

Call to order 1:01pm
Approval of Minutes:
Approval of Minutes for May 3, 2017
Motion to approve by Daniel Landin, seconded by Jim Thomas
1 Abstention

I. Action Item:

A. Revision of *Senate Recommendation Regarding Institutional Set Standards-Procedural Response* (Peggy Campo)
   Electronic vote will take place & email will follow.

B. Prison Education Recommendation (attachment provided)
   (Dr. Reece)
   - In January or February, we met with the warden of the prison with all of the education people within the prison in attendance. They had a request that was sent to ISPC, then the Senate, and Chairs. A group was put together of 8-10 people, the draft was revised over the past 6 weeks. Chairs voted to move forward, Senate unofficially said to move forward.
   - Overview: 2700 inmates in rehabilitation center, all have 10 years or less to serve. 24 inmates involved in Bachelor's degree program. Pitzer takes 20 students from their regular courses into the prison to participate in courses. 319 inmates in community college programs. 216 involved in CTE programs. 76 inmates involved in GED programs. They'd like to place all 319 inmates into courses to take place within the prison exclusively with Norco College as well as manage the GED program
   - Funds to spend from growth, 1.5 million per year is the projected goal.
   - Recidivism rate 76.6% without pursuing education while incarcerated, 55% some high school education generally the more education received while in prison the less likely you are to return.
   - Manufacturing and Automation cannot be offered due to content needs, as well as A&P. we need to be mindful of offering courses that will lead to jobs they can attain after completed their sentences.
   - Everything will be offered free to them except books through financial aid.
   - They are talking about bringing internet to the prisons statewide.
   - Needs from the director of the prison, student conduct issues, what is needed from the college, personnel needed.
   - Professional development issues will need to be addressed, office hours, check in process.
   - Next step: go to Committee of the Whole
   - Question: what are the demographics of this prison population, is the goal that this is a growth opportunity, will there be a pay difference

   Motion of concept approval: Peggy Campo, Seconded: Kris Anderson

II. Committee Reports

A. Academic Senate
   (Peggy Campo)
   - Approved the Schools for the Completion Initiative
   - Presented April's 5-to-Thrive to the Board of Trustees. Kara Zaminska talked about Teaching to Millennials.

- Rex Beck was selected to be the Faculty Speaker at this year's commencement. Bob Prior and Quinton Bemiller will be graduate name readers.
- Approved Level 1 participation in the State Chancellor's Online Education Initiative (OEI).
- Approved POR's for AA-Music, AA-Audio Production, and AA-Performance.
- Approved changes in next year's Academic Program Review process and submission.
- Had multiple presentations to maintain faculty updated regarding:
  - Summer Advantage Re-design
  - College and Career Access Pathways Partnership
  - JFK Students Midterm Report
  - Guided Pathways Project
  - Final Outcomes for Local and Regional Strong Workforce Program funding
  - Food Pantry
  - Bookstore update regarding New Learning and Solutions in Textbook Affordability
  - Updates from the Learning Resource Center
- Worked on Standard II A. Function Map to aid District in creating a District Strategic Plan.
- May 22 will have a special Senate sub-committee meeting.
- June 1 will have an All-Faculty meeting to discuss the possible transition of LMS from Black Board to Canvas.
  Pending:
  Updated ISS Procedural Response (electronic vote currently being taken)
  DRC Course Substitution (electronic vote currently being taken)
  Proposal for Prison Education
  Preferred Name and Gender Administrative Procedure

STRATEGIC GOALS AND OBJECTIVES THAT APPPLY TO THIS COMMITTEE:

Twenty-nine of the forty-one objectives under our 7 strategic goals are either a direct responsibility of the NAS or of one of its subcommittees. This report will only mention goals and objectives that were addressed this semester and reported out by committee chairs (missing Assessment Committee, DE Committee, Library Committee, Teaching and Learning Committee).

Goal 3, Objective 5 – Increase Student Access- Reduce scheduling conflicts that negatively impact student completion of degrees and programs (APC).
- This is mostly completed
- BEIT says there are problems, but are working to reduce
  - Overlapping repetitions have reduced significantly
  - Did students have to take classes at the other College to make graduation?

Goal 4, Objective 2 – Create Effective Community Partnerships- Increase the number of industry partners who participate in industry advisory council activities (APC).
- Primarily Dr. Fleming and the CTE area
  - Zwart feels this area has and is being addressed, an example she gave was the Industry Standards Breakfast, had quite a few more people in attendance.

Goal 4, Objective 4 – Create Effective Community Partnerships- Increase institutional awareness of partnerships, internships, and job opportunities established with business and industry (APC together with ASNC)
- There was a suggestion to survey faculty
- May meet objective with Strong Workforce but will have a gap year.

Goal 5, Objective 1: Strengthen Student Learning- 100% of units (disciplines, Student Support Service areas, administrative units) will conduct systematic program reviews (PRC together with SSPC).

- We have worked very hard this year to streamline the process to encourage 100% to complete a program review by beginning the move to TracDat. We have not met this goal yet because the committee has no teeth to sanction those who do not comply.

Goal 5, Objective 5: Strengthen Student Learning- Increase the number of faculty development workshops focusing on pedagogy each academic year (PDC together with TC).

- Flex Days Spring 2017 focused on Instruction and Faculty Needs: Title IX training, the Professional Development Website; Working with Millennials; CTE Showcase, Ally Training, and a Hire Me workshop for Associate Faculty.
  - Feedback: A printout of the results was provided to the committee members. The overall consensus is that everyone thought the activities were helpful and thoughtful. Wanted to speak again about "Strategies working with Millennials" and the "Hire me" workshop. Please sign up for the "Professional Learning Network" that is offered through the states. Please come see Melissa for more information. Everyone that has a college email address can join.

- PDC calendar for Spring is being compiled and distributed to help faculty find workhops. We are still working on how to make that more available.
- **Fall Flex for 2017 Plan**: Day and Activities Update. Melissa mentioned that the PDC committee will get TLC involved.
  - **Day 1:** AM – Speaker, then three workshops for 2 hours (est.) DE Best Practices (Will get speaker from CSU Fullerton- Fixed vs Growth mindset; Equity Practices in Class room; Faculty Advisement. Lunch, then 1:15pm until 3:00 pm: Evening workshops= Canvas; Millennial practices, DRC
  - **Day 2:** three workshops= Study skills, student life/learning; LRC
  Lunch: Active Learning presented by Dr. Gray
  Afternoon: Talk about that our Food bank will be on campus in the fall.
  - **Day 3:** Morning: Administration update, Lunch: Afternoon: Discipline meetings.

Goal 6, Objective 1 – Demonstrate Effective Planning Processes- Increase the use of data to enhance enrollment management strategies (APC together with ISPC).
- APC has done a very good job of providing data

Goal 6, Objective 3 – Demonstrate Effective Planning Processes- Ensure that resource allocation is tied to planning (APC together with BFPC, ISPC, and SSPC).
- APC is already doing, two examples would be faculty and equipment ranking

Goal 7, Objective 1- Strengthen our Commitment to our Employees (PDC together with TC)- Provide professional development activities for all employees.
- We are changing how we work with other areas on campus to get the PDC Calendar prior to the semester. We want to help everyone find the resources and workshops.
- 17-18 FLEX Calendar Planning: It has been difficult to send what our plan is for the upcoming year to the state. What we send to the state doesn't capture what we truly offer. At the beginning of Spring 2017, we need to start talking to groups to see what their plans are (ex. Read 2 Succeed, Art Gallery, etc.) and get an outline to post it to our website for people to see it. We don't need the exact date, but just the month that they are planning to offer it.

- We will be sending out email blast on NOR-ALL to promote our calendar of events. Melissa Bader would also like to submit or provide reminders in the faculty mailboxes to promote upcoming events. Colleen suggested an idea for the opportunity to submit a question (ahead of time) and they would find the answer for them and then provide a round table type of discussion for brainstorming. They can do this during the lunchtime. Colleen will work with Kris Anderson on this project. (minutes from Nov 8, 2017)

B. **Grants** (attachment provided). Upon review of 2016 ISPC grants update I found a few questions that were posed. How do people know about grants, what grants are current? Which grants are coming and which ones are going? What does the process look like? From the ISPC meeting I went back to the group to discuss what can we do about all of the questions that were asked. How do we make sure everyone is aware of what the grant committee is already doing? What we decided to do for the spring is we launched a grants committee awareness campaign. All members were provided a cheat sheet, and signed up to do a committee report. We created a handout that goes through the development process of grants. This handout explains how we get grants, the role of the grants committee, what we recommend to ISPC, a chart was provided with existing grants. The goal of the grants committee is to update this chart every semester and to visit different committees each semester to create a general on campus awareness of the grant programs are and to provide a description. We'd also like to put together a brochure of what programs are funded by grants and provide that at Welcome Day. We also have a handout of everything you need to know in order to apply for a grant. This information is not currently online

III. **Information Items:**

A. Budget Report

(Beth Gomez)

There's a big issue with deferred maintenance and instruction. The Categorical program has gone up a little bit. There was a recommendation in DBAC Subgroup to set aside eight hundred thousand dollars for new classified and management positions. The District took one hundred thousand off the top despite not having a strategic plan. There is also money in the redevelopment fund estimated 2 million dollars. DBAC Subgroup again recommended setting aside one million for IT infrastructure updates, we are badly in need of. The rest would be split fifty-four/twenty-three, twenty-three for capital outlay and infrastructure. Part of the million dollars would go to a firewall update, wireless access updates, router switches and a phone system upgrade that Norco would benefit from. I believe we should support this.

When we split up as three college there was 1.945 million in international student revenue that was part of our expenditure budgets already. 190.221 went to Norco that was embedded in our budgets of that revenue. Riverside generating this revenue is saying this is not fair and it is agreed. The estimate for this next year is 3.385.274 with that, the recommendation currently is that we augment the budget by 1.4 million with that distribution. Norco would stand to gain 145,000.

The district brought some positions to be considered and we said why are you going outside the process. You need to use your resources to fund your positions.

May revise snapshot.

COLA increased from 1.48 to 1.56. Based Augmentation is huge, they took out the growth and put in 183.6.
We had 135 million for deferred maintenance which has now revised at 10 million. This will hurt our deferred maintenance and our instructional equipment.

      B. Growth Update (attachment provided)

                                       (Dr. Reece) ***Move to Action Item***

Two sections here, feedback is requested and approval to keep moving forward. One of our collective goals in planning and dialogue is to open up as much access as possible to our region. A strategy of 1.5% growth of the next year, the demand of our area oversteps that. Fastest growing cities in the area are Eastvale and South Corona. Our region is growing at 16%. HS graduates are expected to increase; Riverside County is the fastest growing county in the state. High Schools are asking us to partner with them as well as the Navy. The community expects us to play a key role in lifting up the growth. If we are committed to access increasing as our community grows we will need to respond to this. We need to think about what resources we need and funding sources. We'll need facilities, south corona facilities, hiring, and secondary access. A re-organization structure to accommodate our growing size and expand support services.

Action Item: Out of State Student Enrollment for recruitment of out of state Vets, we're in the top 20 of Veteran Friendly Colleges. We need to incorporate a strategy into our growth model. Projecting 5 to 7 thousand students over the next seven years. Currently if the college goes out and recruits the international student we keep all of the tuition. We'd like to apply that same model to Veterans. I'd like to propose that when we recruit out of state Veterans we keep all of the funds provided by the state instead of splitting with the District. Riverside and Moreno Valley likely will support this as it would benefit them as well. The goal is to help Veterans and helps us grow.

Option 1: All Veterans keep all apportionment
Option 2: Only keep apportionment of out of state Veterans
Motion to approve option 1 by Jim Thomas, Seconded Mark Lewis

      C. Follow Up Discussion on Prioritization Process   (Diane Dieckmeyer) TABLED

IV. <u>Good of the order</u>

This is the last ISPC meeting of the Spring 2017 term.

<u>MISSION STATEMENT</u> (Board Approved August 2012)

Norco College serves our students, our community, and its workforce by providing educational opportunities, celebrating diversity, and promoting collaboration. We encourage an inclusive, innovative approach to learning and the creative application of emerging technologies. We provide foundational skills and pathways to transfer, career and technical education, certificates and degrees.