



College Council

Meeting Minutes for November 9, 2023

12:50 pm to 1:50 pm

Location: CSS*217

Council Members Present

Dr. Hayley Ashby, Ms. Kimberly Bell, Dr. Courtney Buchanan, Dr. Michael Collins, Dr. Carol Farrar, Ms. Vivian Harris, Dr. Tenisha James, Ms. Aneesa Kashif, Mr. Jethro Midgett, Dr. Kaneesha Tarrant, Ms. Leona Vassale and Ms. Patty Worsham

Ex-officio Members:

Dr. Monica Green (Administrator) and Dr. Virgil Lee (Faculty)

Council Members Not Present:

Ms. Natalie Aceves, Ms. Patricia Gill, Ms. Azadeh Iglesias, Ms. Ashlee Johnson, Dr. Sigrid Williams, Paula Barerra-Partida (CPROS) and Vacant (ASNC Rep)

Guest(s):

Dr. Greg Aycock, Caitlin Busso and Dr. Quinton Bemiller

Recorder:

Ms. Desiree Wagner

Quorum: # 10

Subject to Brown Act: No

1. Call to Order

- 1:19 pm

2. Action Items

2.1 Approval of Agenda

- MSC (Ms. Kimberly Bell / Dr. Courtney Buchanan)
- MSC (Dr. Tenisha James / Dr. Kaneesha Tarrant) Motion to add Action Items 2.8 Student Resource Ranking Results and 2.9 Student Services Council Report of Effectiveness to the agenda.
- Approved by consensus.

2.2 Approval of [Meeting Minutes from October 12, 2023](#)

- MSC (Dr. Carol Farrar / Ms. Patty Worsham)
- 12-Approved,3- Abstention, Approved by consensus.

2.3 Academic Council Charter Update

- MSC (Dr. Courtney Buchanan/ Ms. Kimberly Bell)
- This Charter reflects the reorganization into Schools and the subsequent adjustment to Council membership. This item was approved by Academic Council on September 28th.
- Approved by consensus.

2.4 Grants Advisory Panel Charter – Revision

- MSC (Dr. Kaneesha Tarrant/ Dr. Michael Collins)
- This Charter reflects adjustment to Council membership and meeting time change.
- Approved by consensus.

2.5 2023 Planning and Development Resource Ranking Results

- MSC (Ms. Vivian Harris/ Ms. Patty Worsham)
- IEGC; 7-Approved, 1- Abstention to accept the division rank this year as presented, without a committee ranking by rubric.
- Approved by consensus.

2.6 Academic Affairs Resource Ranking Results

- MSC (Dr. Courtney Buchanan/ Ms. Kimberly Bell)
- Reviewed Academic Affairs Resource Ranking Results. Confirmed they accepted the division rank this year as presented, without a committee ranking by rubric.
- Approved by consensus.

2.7 Academic Council Report of Effectiveness

- MSC (Ms. Vivian Harris/ Dr. Tenisha James)
- Academic Council Report of Effectiveness review
- Approved by consensus.

2.8 Student Services Resource Ranking Results

- MSC (Ms. Kimberly Bell/ Dr. Carol Farrar)
- Student Services Resource Ranking Results. Confirmed they accepted the division rank this year as presented, with the committee ranking by rubric.
- Approved by consensus.

2.9 Student Services Council Report of Effectiveness

- MSC (Dr. Kaneesha Tarrant / Dr. Carol Farrar)
- Student Services Council Report of Effectiveness
- Approved by consensus.

3. Discussion Items

3.1 KPI review 1-7

- Dr. Greg Aycock presented KPI's 1-7 and provided action plans for each item.
 - KPI 1: Go from 7,366 to 8,759 FTES
 - KPI 2: Go from 14,624 Headcount to 16,581 Total Headcount
 - KPI 3: Increase capture rates from feeder high schools by 4% annually
 - KPI 7: Increase the number of first-time full-time enrolled students from 508 to 900
 - KPI 4: Increase Number of Degrees Complete by 15% Annually

- KPI 5: Increase Number of Certificates Completed by 15% Annually
- KPI 6: Increase the Number of Transfers by 15% Annually

4. Information Items

4.1 RCCD District Educational Masterplan 2023

- Please provide your feedback directly on the document. Each college has their own version of the RCCD District Educational Masterplan to capture individual input.

5. Good of the Order

5.1 DSPC Update

- No report

5.2 **Norco College Native American Month - Land Acknowledgement: Norco College resides on Tongva and Payómkawichum land; MVC resides on Payómkawichum and ívíluwenetem Meytémak land; RCC resides on all three. Many of our students and employees may also reside on Yuhaaviatam/Maarenga'yam (Serrano) land, which is just to the north of this region.**

- Tongva (Gabrieleno) - sometimes written as "Gabrieliño/Tongva" to include the Kizh nation of the Pasadena/San Gabriel Valley area who do not accept the Tongva name and prefer Gabrieliño (but that's just the anthropologist in me; Tongva is widely accepted by the vast majority of Native Americans in this region)
- Payómkawichum (Luiseño)
- ívíluwenetem Meytémak (Cahuilla)

6. Future Agenda Topics

7. Adjournment

- 1:47pm

Next Meeting

Date: March 14, 2024

Time: 12:50pm to 1:50 pm

Location: CSS*217

KEY PERFORMANCE INDICATORS 1 THRU 7

COLLEGE COUNCIL



NORCO
COLLEGE

KPI 1: GO FROM 7,366 TO 8,759 FTES

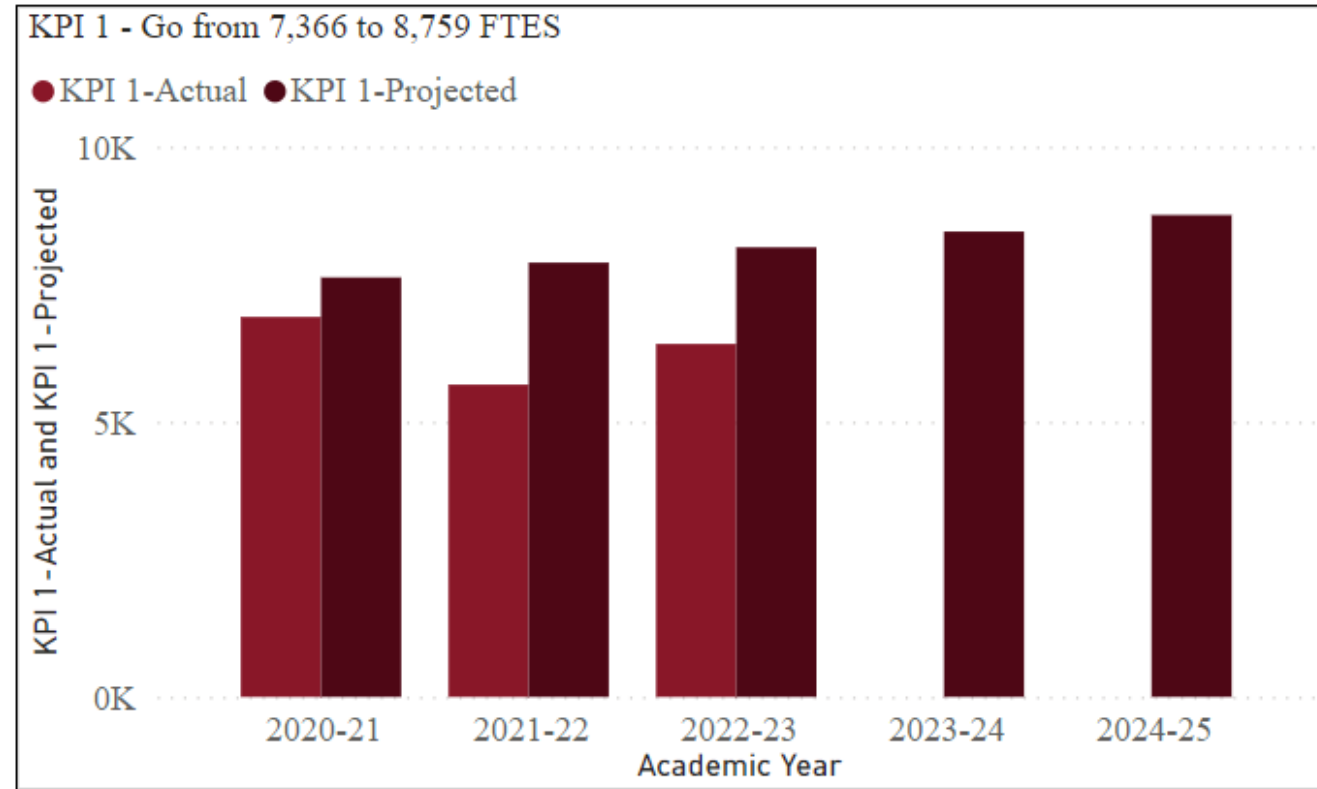
Highlights 2022-23

- Actual = 6417
- Projection = 8172

Focus

- Significantly below target but starting to rebound.

WHAT IS FTES (Full Time Equivalent Student)?
1 FTES is the equivalent of 1 student taking 15 units for two semesters



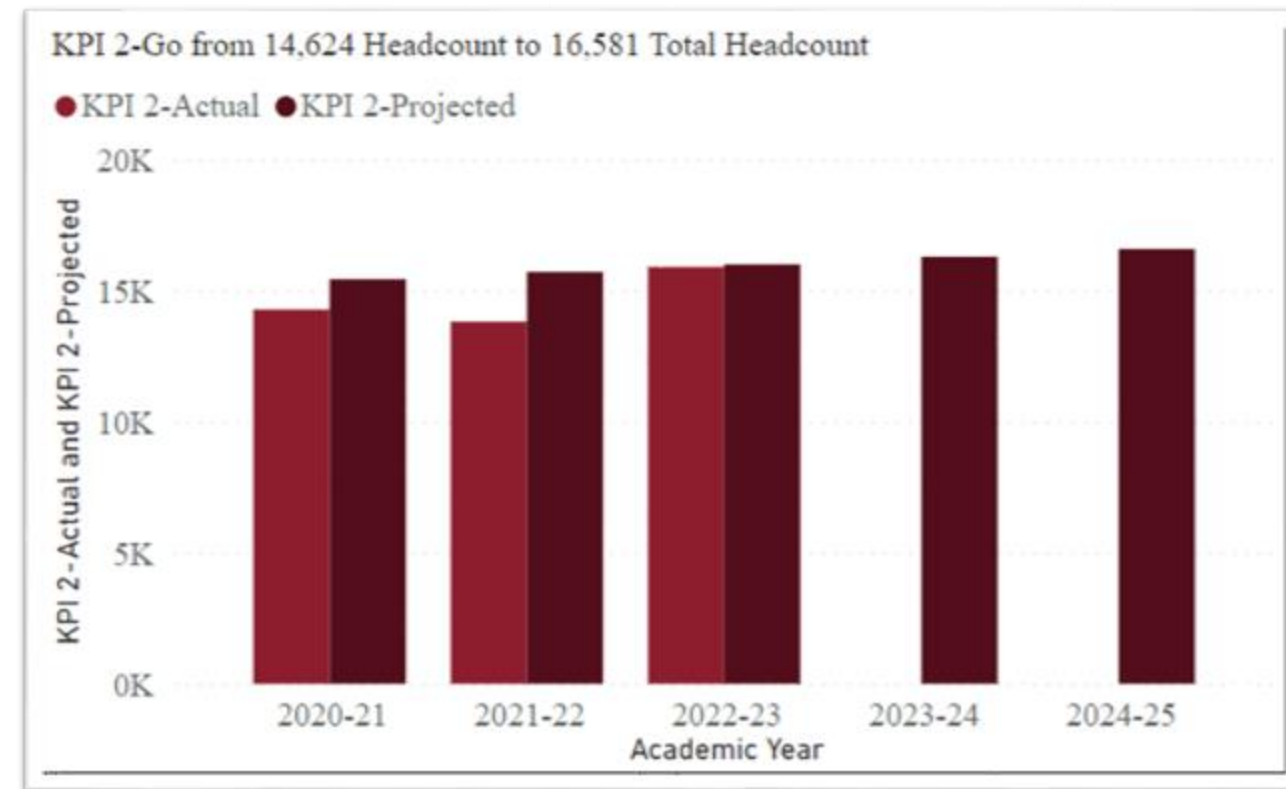
KPI 2: GO FROM 14,624 HEADCOUNT TO 16,581 TOTAL HEADCOUNT

Highlights 2022-23

- Actual = 15,899
- Projection = 15,996

Focus

- First year that we are (almost) meeting target



KPI 1 AND 2: ACTION PLAN

- Workgroup is creating a Strategic Enrollment Management Plan for Norco College with two goals
 - Focus on the entire student journey
 - Enrollment management is a college-wide responsibility
- Key Points:
 - Grounded in the Loss Momentum Framework:
 - Connection, Entry, Progression, Completion, Transition
 - Key Strategic Efforts:
 - Online, Noncredit, Dual Enrollment, Rising Scholars

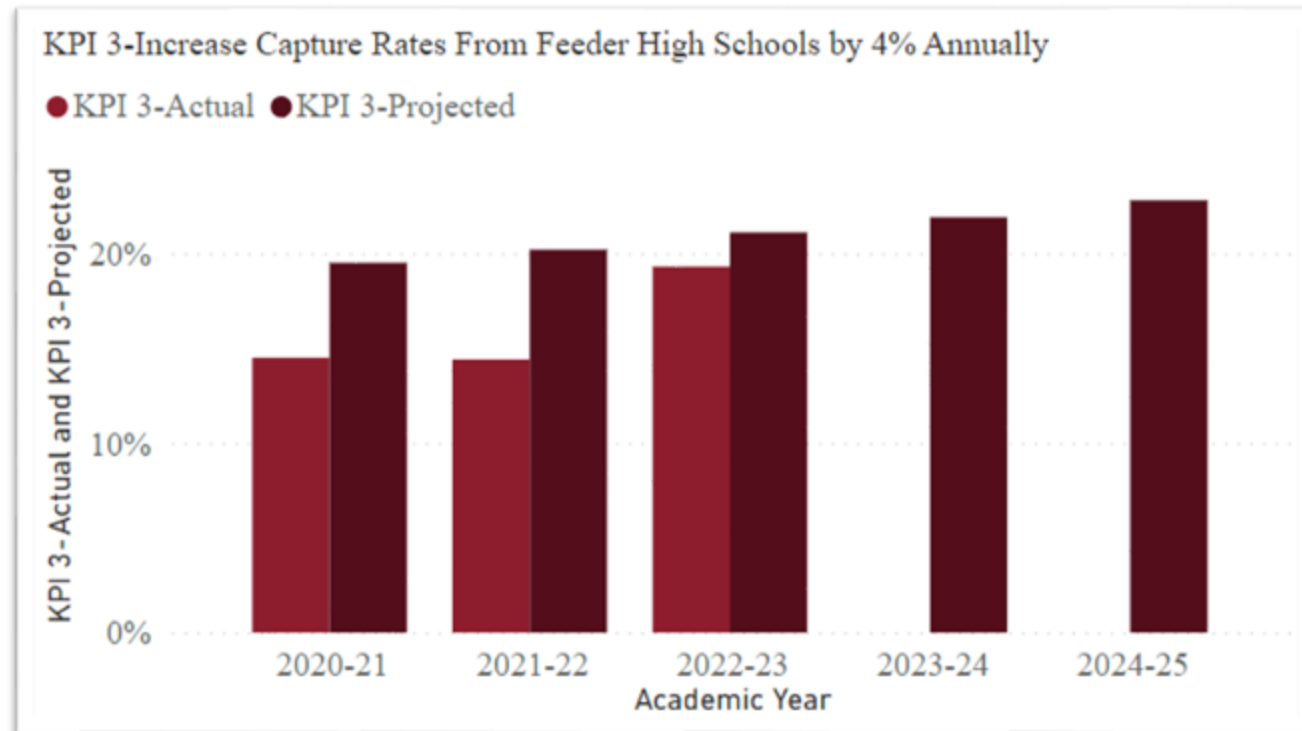
KPI 3: INCREASE CAPTURE RATES FROM FEEDER HIGH SCHOOLS BY 4% ANNUALLY

Highlights 2022-23

- Actual = 19.3%
- Projection = 21.1%

Focus

- Strong trend toward closing gap



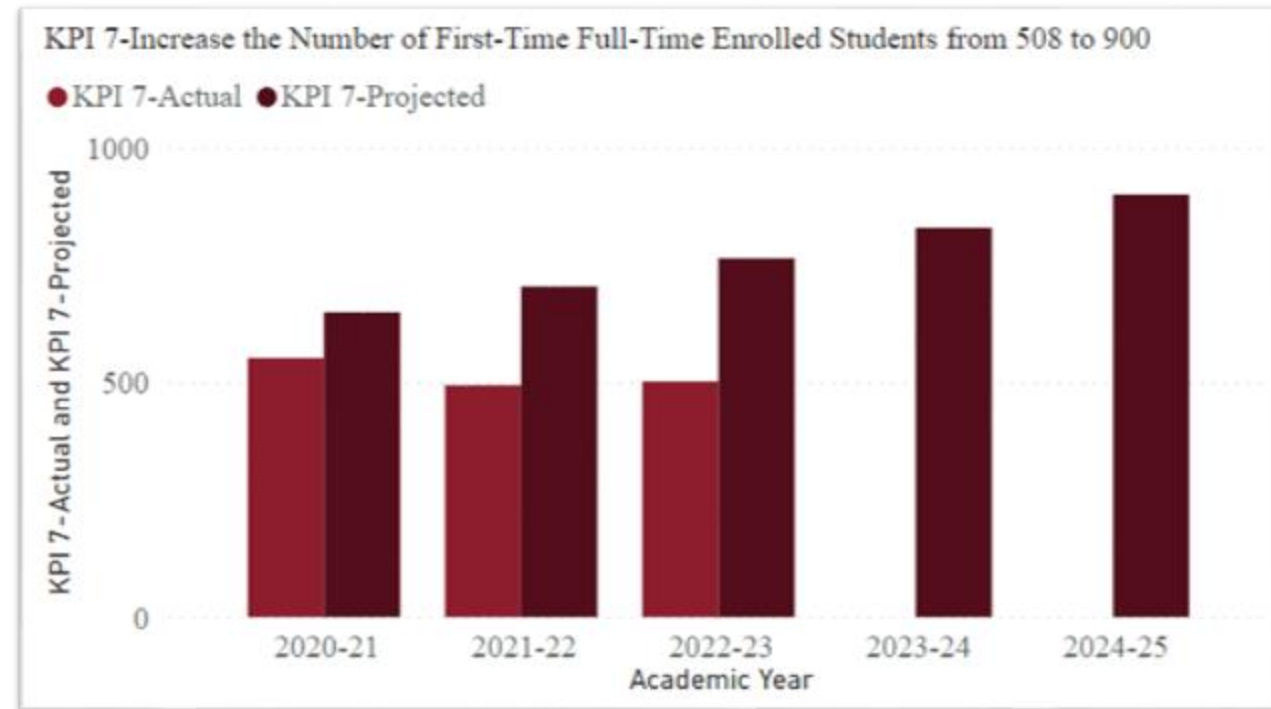
KPI 7: INCREASE THE NUMBER OF FIRST-TIME FULL-TIME ENROLLED STUDENTS FROM 508 TO 900

Highlights 2022-23

- Actual = 502
- Projection = 764

Focus

- Number of FTFT has plateaued, but the % has plummeted

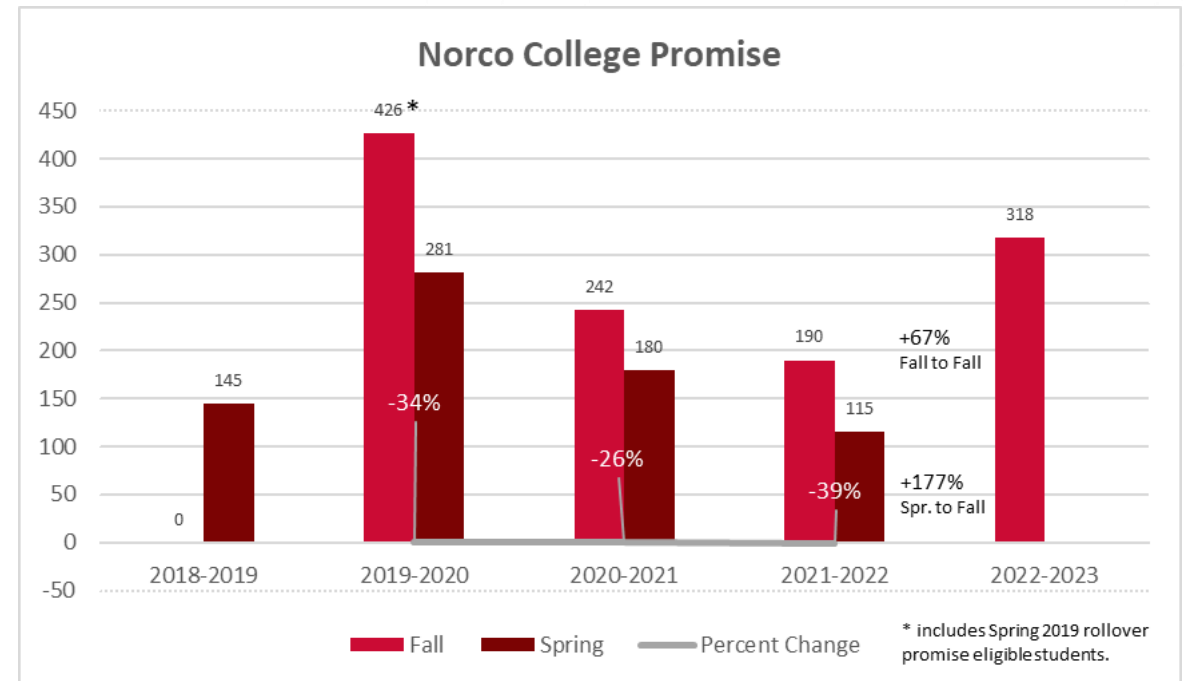


KPI 3 AND 7 ACTION PLAN

- Workgroup established through Student Support Council to reimagine and improve Norco Advantage and the Promise Program by end of Fall 2023
- Promise Program expanded from one year to two years in length (and reached full capacity in Fall 2023 with 410 students)

Outreach Efforts

- High school & community tabling
- Regular on-campus tours
- New outreach events calendar
- Application workshops, Information workshops (including parent nights), and In-person orientations (on and off campus)



Action Plan: Further Funding Permitted

- ✓ Maintain 2-Year Promise Program
- ✓ Integrate CNUSD partners in new student planning and onboarding efforts

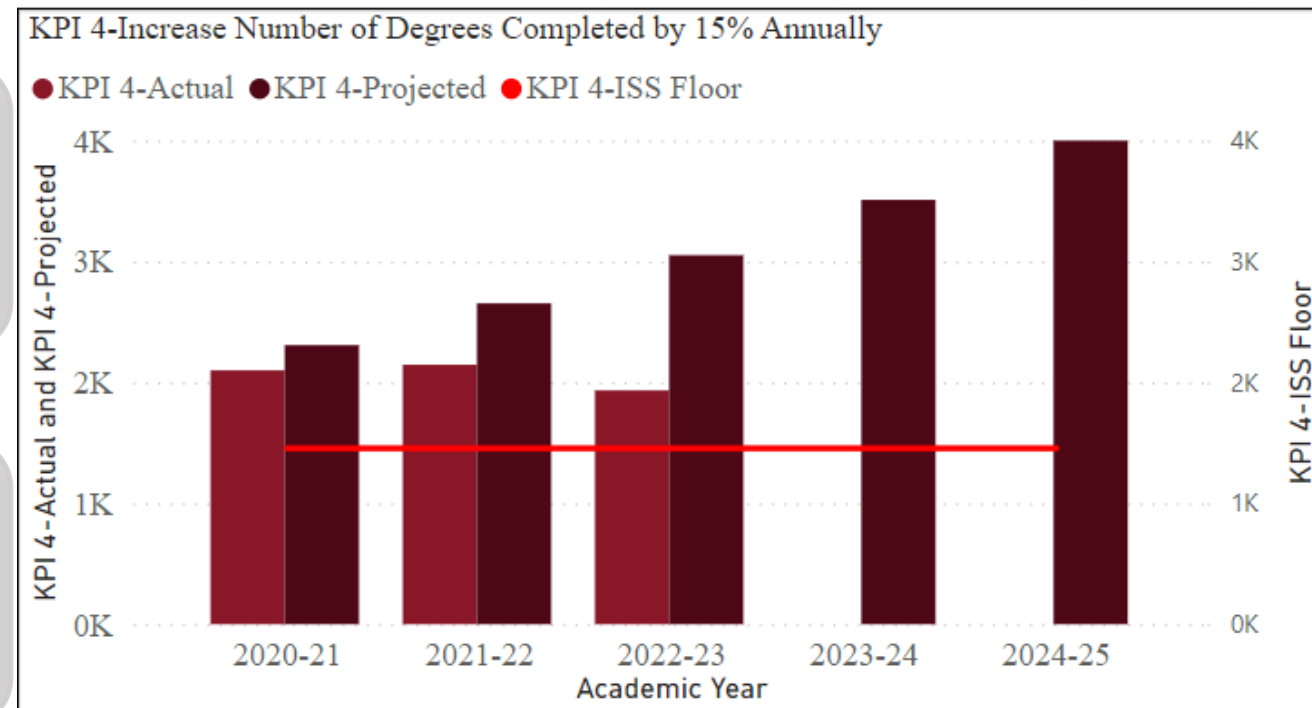
KPI 4: INCREASE NUMBER OF DEGREES COMPLETE BY 15% ANNUALLY

Highlights 2022-23

- Actual = 1934
- Projection = 3052

Focus

- 36% below projection



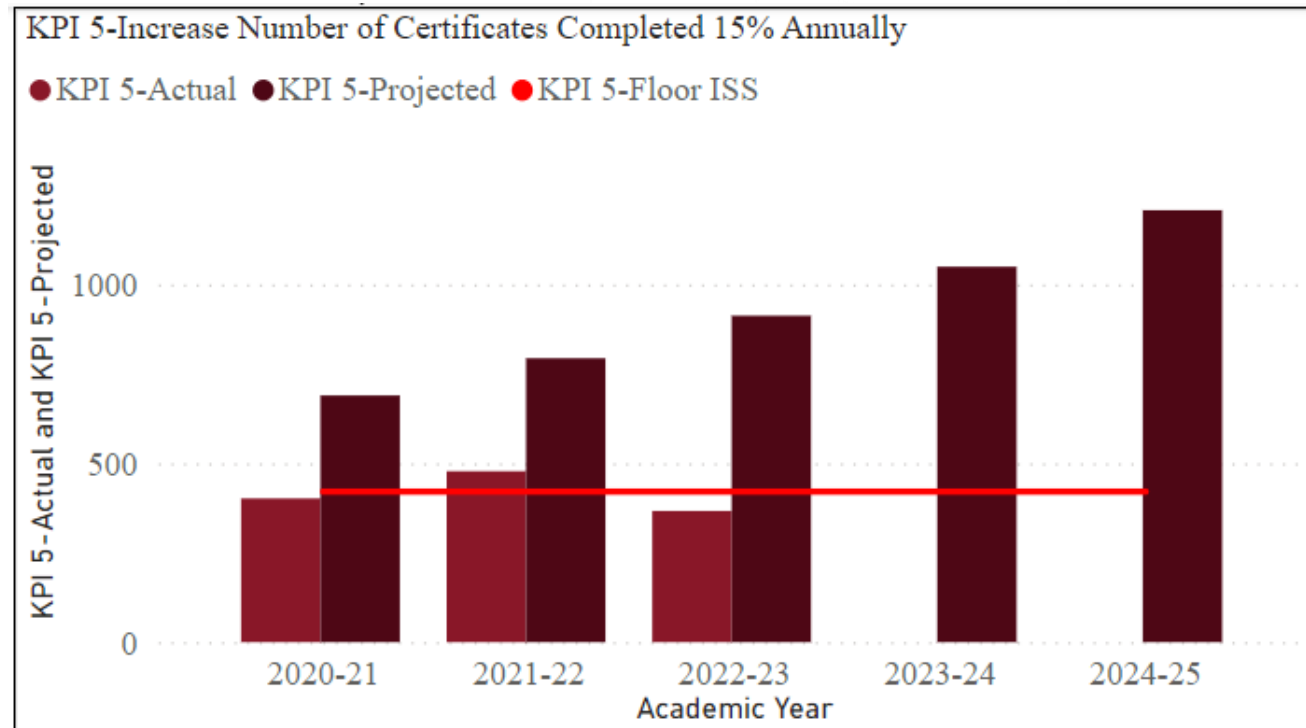
KPI 5: INCREASE NUMBER OF CERTIFICATES COMPLETED BY 15% ANNUALLY

Highlights 2022-23

- Actual = 367
- Projected = 913

Focus

- Below ISS
- 60% below projection



KPI 4 & 5 TAKE-AWAYS

KPI 4 & 5 Take Aways:

- Enrollment is improving however, we are seeing a delayed effect from the pandemic.
- APC has moved to year-round scheduling to help students plan and ensure courses are available when they need them, according to course rotations.
- The Pathways & Enrollment Management Workgroup are addressing retention, success and completion strategies.
- Recommendation: reevaluate Institutional Set Standards post-pandemic.

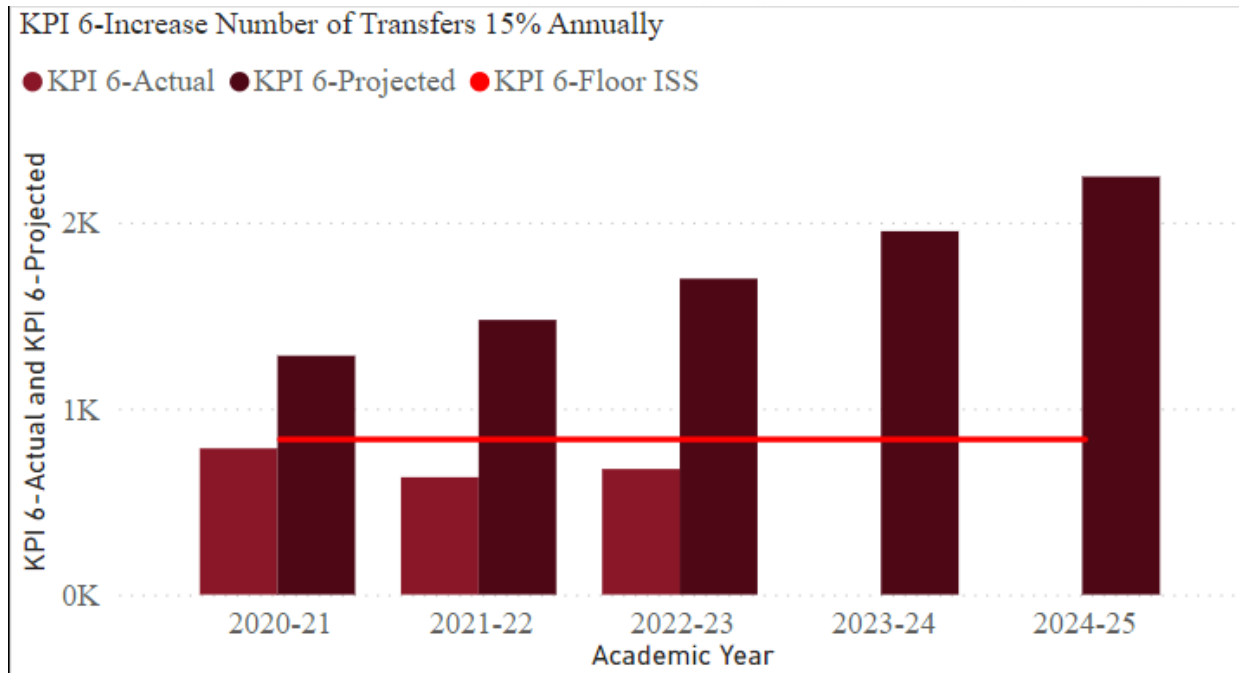
KPI 6: INCREASE THE NUMBER OF TRANSFERS BY 15% ANNUALLY

2022-23 Highlights

- Actual= 675
- Projection=1698

Focus

Below ISS of 834



<https://www.norcollege.edu/sd/ie/ir/Pages/strategic.aspx>

KPI 6 VOLUME OF TRANSFER STUDENTS - ACTION PLAN

- Expand transfer support by incorporating additional educational advisors to support Transfer Center services.
- Increase support during peak transfer application periods.
- Increase Transfer Center workshop availability.
- Enhance Transfer Center reception support by developing one centralized reception desk for both Transfer Center and the Academic Counseling & Career Development Center.
 - Answer general questions
 - Make referrals
 - Schedule appointments/workshops
- Address students concerns about the costs of transferring to a university.
- Develop case management model to reduce "housekeeping barriers" (application, FAFSA, TAU, transcript, IGETC/CSUGE cert deadlines) that impede students transfer. 11/28/2023