



Academic Council
Minutes for February 22, 2024

12:50 - 1:50 pm

Zoom: <https://cccconfer.zoom.us/j/95747339920> Meeting ID: 957 4733 9920

Academic Council [Website](#) and [Charter](#)

Meeting Participants

Quinton Bemiller, Zina Chacon, Ashley Etchison, Carol Farrar, Monica Gutierrez, Janet Frewing, Dilraj Grewal, Kiandra Jimenez, Kim Kamerin, Daren Koch (Co-Chair), Mike Leese, Damon Nance, Jose Orozco, Nelya Parada, Sandra Popiden, Martha Ramirez, Paul VanHulle, Melissa Wilson, Patty Worsham

Committee Members Present

Zina Chacon, Courtney Doussett, Ashley Etchison, Carol Farrar, Janet Frewing, Monica Gutierrez, Daren Koch, Mike Leese, Damon Nance, Nelya Parada, Martha Ramirez, Paul VanHulle, Melissa Wilson, Patty Worsham

Guest(s)

Recorder

Claudia Figueroa

1. Call to Order

- 12:55 pm

2. Action Items

2.1 Approval of Agenda (Worsham, VanHulle)

- Approved unanimously

2.2 Dr. Farrar presented the first read of the [Strategic Enrollment Management Plan](#) to all councils. It will come back for a vote at a future meeting.

2.3 Approval of [November Meeting Minutes](#) (Worsham, Ramirez)

- Approved unanimously

2.4 Standing item: The Council discussed the [Student Spotlight \(Hotep Audit\)](#). Students will be identified by schools and names will be presented at the next council meeting.

3. Discussion Item

- 3.1 Attainment of Council Objectives were discussed | [AC Annual Calendar](#)
- 3.2 Dr. Farrar gave an update on Enrollment and Scheduling.

4. Information Items

- 4.1 N/A

5. Good of the Order

6. Adjournment 1:50 p.m.

Next Meeting

Date: 03/28/2024

Time: 12:50 – 1:50 pm

Location: [Zoom](#)



STRATEGIC ENROLLMENT MANAGEMENT PLAN

PRESENTATION TO
ACADEMIC, STUDENT SUPPORT, RESOURCES, AND
INSTITUTIONAL EFFECTIVENESS & GOVERNANCE
COUNCILS

NORCO COLLEGE
FEBRUARY 22, 2024

AGENDA

- 01 History
- 02 Expected outcomes
- 03 Chapter overviews
- 04 We need YOU

HISTORY

May 2023

Norco College accepted to 2023-24
CCCCO SEM Cohort

June 2023

Reviewed SEM Self-Assessment
Attended SEM Academy

Fall 2023

Explored options and identified SEM format
Developed first draft
Met with Coaches



January 2024

Attended Midpoint Convening
Developed Final Draft

Spring 2024

Seek feedback | Collegewide
Incorporate feedback | Finalize Draft
Meet with Group & with Coaches
Obtain approvals | AC / CC & NCAS
Information Item | other Governance Councils
Send to Executive Cabinet & President
Attend Final Convening of SEM Academy

HISTORY

The Team

Kaneesha Tarrant | Vice President, Student Services

Carol Farrar | Interim Vice President, Academic Affairs

Tenisha James | Vice President, Planning & Development

David Schlanger | Interim Dean, Student Services

Ross Miyashiro | Acting Dean, Enrollment Services

Quinton Bemiller | Dean, Instruction

Caitlin Busso | Institutional Research Specialist

Kimberly Bell | DRC Counselor/LD Specialist *and* Academic Senate President

Patty Worsham | Professor of Business Administration *and* Academic Planning Chair (Chair of Chairs)

Coaches

Erica Biely | Senior Research Analyst | *Allan Hancock College*

Mary-Jo Apigo | Vice President, Academic Affairs | *Los Angeles Pierce College*

Former valued group members

Jason Parks | former interim Vice President, Academic Affairs

Mark DeAsis | former Dean of Admission & Records

Peggy Campo | former Dean of Instruction

EXPECTED OUTCOMES

Holistic

Fulfil Norco College's mission and enable students to efficiently attain educational goals

Guided Pathways

Fully implement the four pillars and make visible within the SEM Plan

Fiscal Responsibility

Maintain adequate resources by intentionally managing elements of the Student Centered Funding Formula (SCFF)



Equity

Achieve equitable outcomes for students through SEM Plan implementation

Integration

Align the work with

- College mission & vision
- College Educational Master Plan
- Other College-level Plans
- RCCD Plans
- CCCCCO Plan
- Other framing documents

CHAPTER OVERVIEW

Chapter 1 & 2

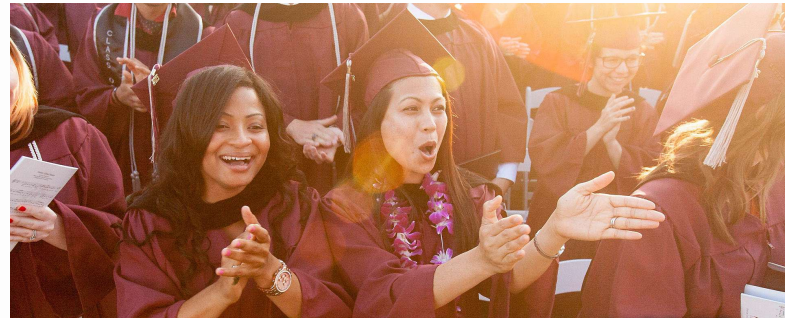
Introduction / Overview
Mission / Vision

Chapter 3

Six SEM goals
Strategies

Chapter 4

Enrollment Targets
Schedule Development
SEM Calendar



Chapter 5

Strategic Enrollment Management Workgroup
Membership and charge

Chapter 6

SEM Plan Implementation and Assessment

Appendix

Plans & framing documents
Schedule Development Guidelines & Target Monitoring
Data Review



WE NEED YOU

The plan will be open for feedback through
March 11, 2024.

Questions?



Academic Council | Student Spotlight

Norco College addresses one priority within the HOTEPA Equity Audit by intentionally connecting with students within Schools through the “Student Spotlight”. The Academic Council established a process for spotlighting students at Norco College who go above and beyond. This recognition process will begin Spring 2024¹.

Students can be nominated only once within their enrollment status at Norco College. The faculty nominating a student will submit a brief statement outlining why their student nominee should be “in the Student Spotlight”. Schools should ensure two student spotlights each year. This will be a faculty driven process to identify students who display excellence. In this instance excellence goes beyond academics and can include someone who:

- is a positive role model for others, an empathetic person, and an excellent communicator
- has proven themselves an ethical leader
- is committed to being the best and/or delivering the best
- is committed to excellence
- has a reputation of delivering consistently great results
- displays good character; has respect for themselves, others, and the environment
- has overcome undue hardship and strives to always do their best

Using the calendar below, each School will select a student from within their disciplines two times each year.

All submissions are *due no later than the 10th of the month* (e.g. submit September 10th for October spotlight).

Month	School
August	
September	
October	School of Social & Behavioral Sciences School of Business & Management School of Communication, Humanities & Languages School of Applied Technologies & Apprenticeships
November	School of Natural Sciences, Health & Kinesiology School of Human and Public School of Visual & Performing Arts School of Math, Engineering, Computer Science & Game Development
December	
January	
February	
March	
April	School of Social & Behavioral Sciences School of Business & Management School of Communication, Humanities & Languages School of Applied Technologies & Apprenticeships
May	School of Natural Sciences, Health & Kinesiology School of Human and Public School of Visual & Performing Arts School of Math, Engineering, Computer Science & Game Development
June	
July	

Reminder emails will be sent by Academic Council School representatives

¹ The college intended to initiate this recognition in Spring 2023. However, the School restructuring activities resulted in a delay.

Academic Council Annual Calendar of Topics



Month	Topic
September	Enrollment & Scheduling Update, Rankings
October	Programs Update
November	CTE Update & Workgroup/Taskforce Reports
February	Enrollment & Scheduling Update
March	
April	Programs Update
May	CTE Update & Workgroup/Taskforce Reports

AC Charge

- Objective 1.1: Go from 7,366 to 8,759 total FTES
- Objective 1.3: Expand enrollment with strategic groups (Dual Enrollment, International, Online, California Rehabilitation Center, Veterans, etc.). Shared with Student Support Council.
- Objective 2.1: Increase number of degrees completed by 15% annually
- Objective 2.3: Decrease AA degree unit accumulation from 88 to 74 total units on average
- Objective 2.7: Increase number of students who complete transfer level math and English by 20% per year
- Objective 6.1: Establish and expand relationships with regional educational institutions
- Objective 6.4: Work toward reducing recidivism through incarcerated student education
- Objective 6.8: Stimulate regional arts development
- Objective 7.7: Build and support academic support services to improve student success
- Objective 9.5: Develop strategy to maximize student-faculty time; Resist pulling faculty from students to do administrative work; Evaluate release time

AC Responsibilities

- Provide guidance and recommendations on instructional planning and operational issues including class scheduling, enrollment management, program development, learning support services, special programs development, and educational policy matters.
- Foster the development of new educational programs in accordance with the Education Master
- Plan and the developing needs of the community and industry partners.
- Provide guidance and recommendations on implementation of Guided Pathways procedures related to teaching and learning, student equity, retention, and success.
- In consultation with the VPAA and the School Deans, establishes annual scheduling priorities, goals, and objectives for the Academic Affairs division, based on the goals and objectives from each school as determined through the program review process.
- Implement, review, and make recommendations to the pertinent sections of the College strategic plan.
- Review and recommend revisions to the Academic Affairs program review as part of the College program review process.
- Provide guidance and recommendations on accreditation efforts in support of continuous improvement leading to full accreditation, including the development of the Institutional Self Evaluation Report and the annual accreditation report required by the Commission.
- Oversees instructional support including the library, learning resource center, instructional laboratories.
- Provide guidance and recommendations to foster Distance Education expansion and continuous quality improvement.
- Provide guidance and recommendations on the publication of the College schedule of classes and catalog.
- Provide guidance and recommendations to support and grow Career Technical Education, Prison Education, Dual Enrollment, Credit for Prior Learning (including the Military Articulation Platform), Community Education, Workforce Development, and Noncredit Education.
- Oversees enrollment management activities related to setting and achieving annual FTES/FTEF targets, improving student access, success, completion as well program efficiency and effectiveness, including room utilization and instructor workload.