

**Agenda**  
**Institutional Strategic Planning Council**  
**September 5, 2012**  
**ST 107 (1:00-3:00)**

**Welcome:** Dr. Diane Dieckmeyer

**Approval of Minutes:** Dr. Gail Zwart  
Approval of minutes from May 16, 2012 meeting.

**I. Information Items:**

- A. President's Remarks – Dr. Paul Parnell
  
- B. Vision Statement – Dr. Diane Dieckmeyer
  
- C. Strategic Goals Development – Dr. Gail Zwart

**II. Open Forum:**

**MISSION STATEMENT (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.

## **Institutional Strategic Planning Council (ISPC)**

May 16, 2012

1:00-3:00 (ST 107)

### **Attendees:**

- **Attendees:** Celia Brockenbrough, Mark DeAsis, Gail Zwart, Diane Dieckmeyer, Greg Aycock, Jefferson Tiangco, Joe Eckstein, Jason Rey, Mark Lewis, Jim Thomas, Sharon Crasnow, Melissa Bader, Laurens Thurman, Monica Green
- **Absentees:** Andy Aldasoro, Leona Crawford, Rebecca Choy
- **Guests:** Michael Ortiz, (student), Debbie DiThomas,

**Welcome:** - Dr. Diane Dieckmeyer

**Approval of Minutes:** - Dr. Gail Zwart

**Motion by Jason Rey, second by Jim Thomas to approve the minutes for the April 27, 2012 retreat. Motion approved with two abstentions.**

**Motion by Greg Aycock, and second by Sharon Crasnow to approve the minutes for the May 2, 2012 regular meeting. Motion approved with three abstentions.**

### **I. Information Items:**

#### **A. Technology Task Force Update – Dr. Dieckmeyer**

- The task force has been meeting with the consultant, Don Sutton. Don has been leading them through the revision of the 2009 Technology Pplan. They have been working on goals, a vision statement and a SWOT exercise.
- Mr. Sutton also conducted several focus groups. He recently conducted a survey for students and Associate Faculty because he felt more input was needed in those areas.
- Dr. Dieckmeyer shared the timeline for the Technology Plan. The Task Force will be meeting again on Friday. The consultant, Don Sutton, will have a draft completed by May 22. The draft will be presented to the COTW as an information item. The vice presidents will take any information shared at that meeting and will look at it during the month of June. In the Fall the plan will be brought back to the COTW for a vote.

#### **B. ISPC Membership – Term/Election of Members/Chair – Dr. Diane Dieckmeyer**

- Discussion on length of terms for members and chairs. Remember that we will have an accreditation visit in Spring 2014.
- APC chair is elected every year and senate president is elected every three years. No official term for Enrollment Rep for the district.

- Suggestion to have an election to select faculty members.
- Staff members expressed concern about length of their terms. Discussion that staff member terms could be different from the length of faculty member terms. Jefferson will talk with staff at Friday's union meeting.
- Administrative positions will be discussed at the cabinet meeting to determine any changes in their terms.
- Discussion on the Chair position. Suggestion that Chair position could be one year position, elected by the membership and selected from within the current membership.
- Academic Senate will have an election for an at-large position.

**Recap - Membership of ISPC**

- Academic Senate President
- Chair of Chairs (APC)
- VP Student Services
- VP Academic Affairs
- VP Business Services
- Dean of Student Success
- CTE Faculty & Grants Advisory Representative
- CTE Faculty
- Faculty Representative to District Enrollment Management Task Force
- Basic Skills Faculty
- Library Faculty Member
- ASNC Representative
- Director of Enrollment Services
- Staff Members (3)
- Transfer Faculty Member

**Motion by Jason Rey, second by Mark DeAsis to include an at-large position on the ISPC. The at-large position will be a faculty member appointed by the Academic Senate. The Enrollment Management position will continue to be appointed by the Academic Senate, voting will take place at the end of April, beginning of May and the election cycle for the remaining positions will be as follows:**

Basic Skills Faculty	\_____ Spring 2013 for Fall 2013 \	
Academic Senate President	/	
Transfer Faculty	\___Spring 2014 for Fall 2014 \	Every 3 yrs. thereafter
CTE Faculty – Grants Advisory	/	
CTE Faculty	\_____ Spring 2015 for Fall 2015 \	
At-Large Faculty	/	

**Motion unanimously approved.**

**Motion by Melissa Bader, second by Sharon Crasnow that the chair of the ISPC will be elected annually from the members who have had one year of service, at the end of the meeting of the first year. Motion approved with one member opposed.**

- The membership discussed the possibility of writing by-laws in order to have everything together in one document.

**C. Vision Statement – Dr. Diane Dieckmeyer**

**Statement from Last Meeting**

**Norco College - creating opportunities to transform our community and students for the dynamic challenges of tomorrow.**

**Revised Vision Statement**

**Norco College - creating opportunities to transform our students and community for the dynamic challenges of tomorrow.**

**Motion by Jason Rey, second by Greg Aycock to accept the revised Vision Statement and present it to the COTW. Motion approved with one member opposed.**

- Sharon will present the first reading of new Vision Statement at the next COTW meeting.

**D. Accreditation Steering Committee Update – Dr. Diane Dieckmeyer**

- The Steering Committee held their first meeting last week. The membership is made up of committee representatives. Members were assigned to various standards.
- Real work will start in the Fall.
- Dr. Flick and Dr. Dieckmeyer are the Accreditation Steering Committee chairs.

**E. Review of Retreat Goals – Dr. Gail Zwart**

- Time did not allow for review of this item.

**F. Next Meeting Date (June 6, 2012) – Dr. Diane Dieckmeyer**

- The ISPC will meet on June 6.

**G. Open Forum:**

**Adjourned – 3:00**

# **DRAFT VISION STATEMENT**

**Norco College - creating opportunities to transform our students and community for the dynamic challenges of tomorrow.**

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## **STRATEGIC PLAN GOALS/OBJECTIVES**

### **Group #1**

1. Reduce conflicts between disciplines to support completions and transfer for programs.
2. Improve transfer and completion by 25% in five years.
3. Establish partnerships with local districts - to reduce students in need of B.S. – to increase percent of Norco/Corona students at college.
4. Develop plan for enrollment growth (center/facility) when economy improves. (Measure: yes/no) by 2 years. Develop plan for library growth – 2015.
5. Use these processes – Student Success Task Force – 2:4 – Institute practices/intervention/incentives/opportunities to move (support) B.S. into programs more quickly. EAP in 2015, in 2 years.

### **Group #2**

1. Create/implement a one year schedule. Collaborate – APC and ISPC. Institutionalize scheduling criteria. Include student needs. Develop a more formal process. Evaluate the process. Take into consideration the ingress/egress – coordinate with JFK.
2. Create/develop relationships with CNUSD. Unify efforts to create relationships with SSV, DRC, EAP, TRIO, etc.
3. Kennedy students = volunteer hours (mentoring)
4. Partnerships with the City of Norco – Nike
5. Make sure Norco College students that need bus passes are able to get them.
6. Academic Summer Camps.
7. Utilize the library mezzanine. External partnerships. Nike wing. Maximize current space.