



[Institutional Strategic Planning Council](#)

Agenda for Wednesday, May 6, 2020

1:00-3:00 p.m.

<https://cccconfer.zoom.us/j/98305585877>

Meeting ID: 983-0558-5877

Committee Members (total #): 20

Kris Anderson, Greg Aycock, Melissa Bader (Faculty Co-Chair), Quinton Bemiller, Rex Beck, Michael Collins, Leona Crawford, Monica Esparza, Monica Green (Administrative Co-Chair), Vivian Harris, Dominique Hitchcock, Ruth Leal (Classified Professional Co-Chair), Sam Lee, Virgil Lee, Arezoo Marashi, Andy Robles, Thalia Moore-Shearer (ASNC Rep.), Chris Poole, Kaneesha Tarrant, Sigrid Williams

Quorum: 11

Subject to Brown Act: No

1. Action Items

- 1.1 Approval of Agenda
- 1.2 Approval of April 22 Minutes

2. Information/Discussion Items

- 2.1 Strategic Planning Structure
- 2.2 ISPC Membership Updated

3. Good of the Order

4. Future Agenda Topics

5. Adjournment

Next Meeting

Wednesday, May 20, 2020
1:00-3:00 p.m.

MISSION STATEMENT (Board Approved December 2019)

Norco College inspires a diverse student body by an inclusive innovative approach to learning through its pathways to transfer, professional, career and technical education, certificates, and degrees. We are proud to be a pivotal hub for scholarship, arts and culture, dynamic technologies, and partnerships. Norco College encourages self-empowerment and is dedicated to transforming the lives of our students, employees, and community.

ISPC PURPOSE

ISPC is the main coordinating body for all strategic planning at Norco College. The ISPC's purpose is to ensure that all phases of planning and resource allocation at the College emanate from program review, have improvement of student learning as the highest priority, and are driven by the College Mission and the Educational Master Plan.

Institutional Strategic Planning Council
April 22, 2020 (1:00-3:00pm) Video Conference
Minutes

Members Present: Kris Anderson, Greg Aycock, Quinton Bemiller, Rex Beck, Michael Collins, Leona Crawford, Monica Esparza, Kevin Fleming, Monica Green (Administrative Co-Chair), Vivian Harris, Dominique Hitchcock, Ruth Leal (Classified Professional Co-Chair), Sam Lee, Virgil Lee, Arezoo Marashi, Thalia Moore-Shearer (ASNC Rep.), Chris Poole, Kaneesha Tarrant, Sigrid Williams

Members Absent: Melissa Bader (Faculty Co-Chair), Andy Robles

Guests Present: Azadeh Iglesias, Gustavo Ocegueda

Call to Order: 1:00pm

Approval of Minutes

Approval of Minutes for March 4, 2020

MSC (Harris/Crawford)

Corrections: Correct spelling of Sandra Popiden

Approved. No abstentions

Tri-Chair Report

I. Action Item:

- A. ISPC Membership Taskforce Recommendation
MSC (Bemiller/Aycock) Approved.

At its March 4 meeting, ISPC designed a taskforce to provide a recommendation related to the request of the Academic Senate to add faculty representation to ISPC from CTE, Library, and Counseling while eliminating the at-large representative. The ISPC membership taskforce consisting of Quinton Bemiller, Virgil Lee, Melissa Bader, Ruth Leal, Leona Crawford, Patricia Gill, Kevin Fleming, and Monica Green, met on March 9. The taskforce provides the following recommendation:

1. ISPC membership would include the addition of non-voting advisors to increase participation and ensure representation as a revised strategic planning structure is developed by the end of fall 2020.
2. The addition of non-voting advisors includes two representatives for each of the three constituent groups: faculty, classified professionals, and management.

Comments/Questions:

- Clarification on whether the representatives are members or not. The new representatives are non-voting advisors.
- Request for advisors to be added to the distribution list by next week in order to be included in the next meeting.

II. Discussion Items

A. Strategic Planning Structure (Relationship Chart/Flow of Communication Chart)

- Monica shared the latest examples of the workflow of strategic planning items brought forward for continued discussion concurrently with the discussion occurring at Academic Senate. Recommended changes from Academic Senate:
 - removal of 10+1 arrows
 - move AS more in line with the College level decision making to reflect how AS decision making happens at the college
 - Move ASNC box, which operates as more of an operations committee, perhaps placing under student support council
 - request of the committee to differentiate the AS committees by using a different shape
 - add version # and date on the bottom right
 - add arrow from AS to the BOT as a direct report
 - delete note regarding the institution-wide matters to college council
 - add note on the Academic Senate box 'Academic Senate includes standing committees'

Comments/Questions - Chart 1

- Professional Development committee is a standing committee of the Academic Senate. Currently this is the only college committee for professional development. Are there plans to create committees for staff, and managers? There has been ongoing discussion on this topic. One proposal includes making TLC the committee for faculty professional development. ISPC cannot change a standing committee of the Academic Senate.
- Request to change 'Partnerships & Communications/Marketing Committee' back to 'Marketing Committee'. The name change is an intentional proposed change to align with District SP structure. Will make the change and note the designated need to align.
- Request to review council names and perhaps aligning to the standards.
- Reminder that we are creating a process that anyone who reviews it can easily discern our process.
- Recommendation to combine the councils and committees into one line.

Comments/Questions – Chart 2

- Chart 2 shows the approval and communication flow which includes the dynamics of communication and collaboration.
- As with the previous chart Academic Senate requested a direct line to BOT.
- Note to make color coding accessible. In the final phase, once we have consensus, we will use professional production printing for assistance. This is a conceptual review.

- Move Academic Senate arrows over to Chancellors Cabinet and BOT.
- What particular role does this chart have in the charts that we have? This as a request to show communication lines amongst groups. Showing the primary connection points; it is not all inclusive. It is meant as a compliment to the first chart.

Comments/Questions – Chart 3

- Chart 3 is still a work in progress showing the overlapping relationships between the councils and the committees. This is a different view, another request of the Academic Senate.
- Suggestion to make this an Academic Senate relationship chart with 10+1 listed on it.

The goal with this process is to work through to consensus to describe our workflow, accompanied by a SP Governance handbook/manual. Discussion will continue through spring, along with work on the manual, approval is planned for the fall.

III. Information Items

A. Coronavirus Update

Updates are going out regularly from District, College, Faculty Senate, etc. We are planning for summer online, most labs that are expected to be online, there are some labs we hope will be able to move forward with social distancing. Fall has not yet been determined, we expect a decision in the next couple of weeks, in order to give more time for planning, following the direction of the virus. The decision was made to decouple summer and fall to give more planning time to respond to our changing environment. No travel. Commencement will be virtual based on survey response from students and allow 2020 graduates to walk next year with 2021 graduates. We are moving forward with giving students both options. Michael Collins shared that the budget will be a baseline budget, roll in to 2021, hoping for COLA, May Revise will have little info and we will anticipate a late adoption budget once state revenues are realized. 2021 will be okay, 2021-22 holds some uncertainty, expectations are low for additional revenue.

B. Revision of Vice President, Strategic Development Job Description

There were revisions to the job description for Vice President, Strategic Development. Many of the revisions are moving Strategic Planning and Institutional Effectiveness to the job description to better align with the needs of the college as well as distinct changes within the district since this position was created. The handout provides the previous focus and the areas of focus that have been added or removed.

This position is funded with a combination of GF and indirect funds.

IV. Good of the order

- Congratulations to Dr. Monica Green, Norco College's 4th President.
- Reminder to submit items for the agenda, email tri-chairs.

Next meeting May 6, 2020

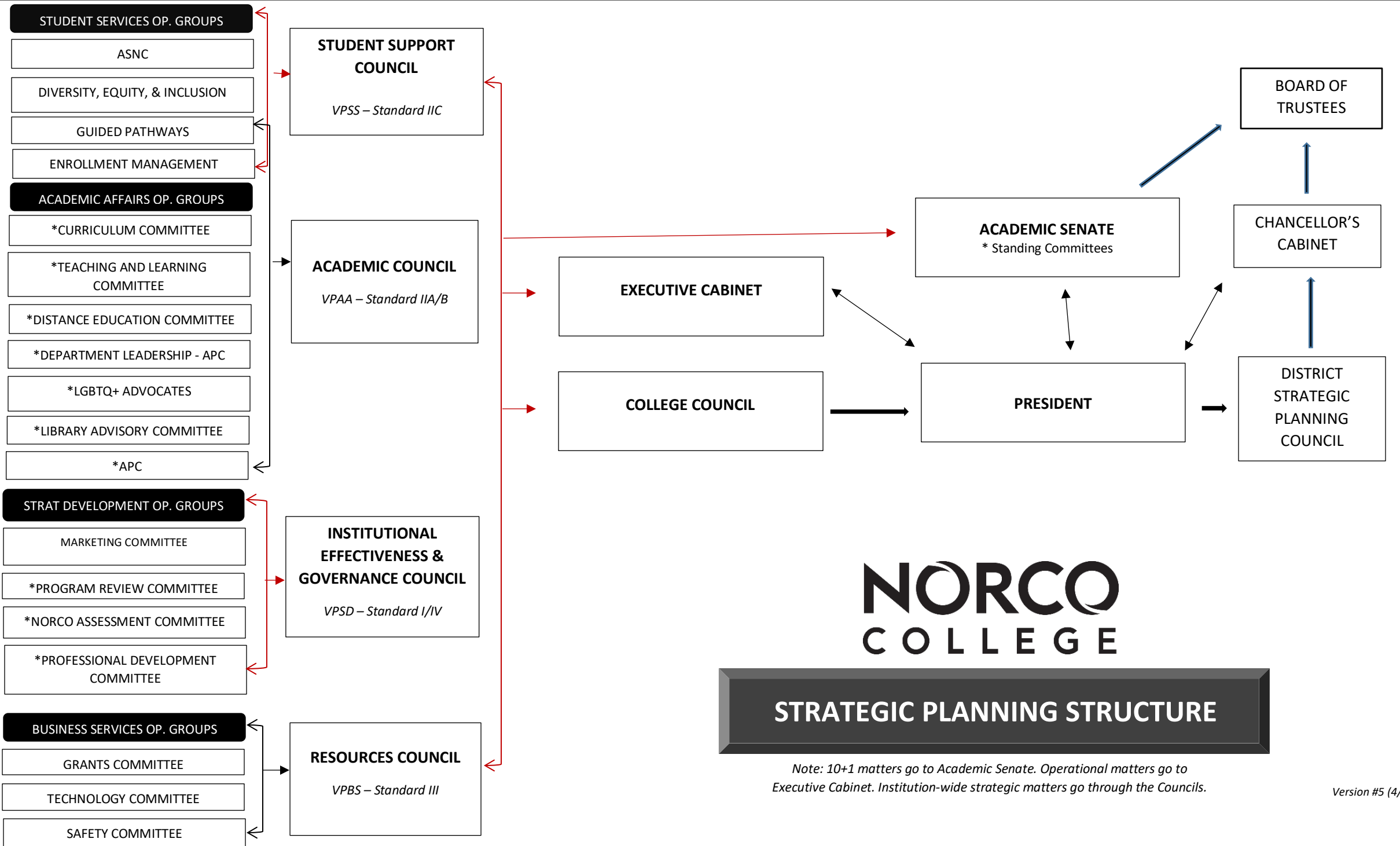
Motion to adjourn: MSC (Beck/Harris) Approved.

Meeting adjourned: 2:11pm

Minutes submitted by Denise Terrazas

DRAFT

OPERATIONAL GROUPS/ COMMITTEES LEADERSHIP COUNCILS INSTITUTIONAL PLANNING, ACCREDITATION/GOVERNANCE COLLEGE-LEVEL DECISION-MAKING DISTRICT-LEVEL DECISION-MAKING

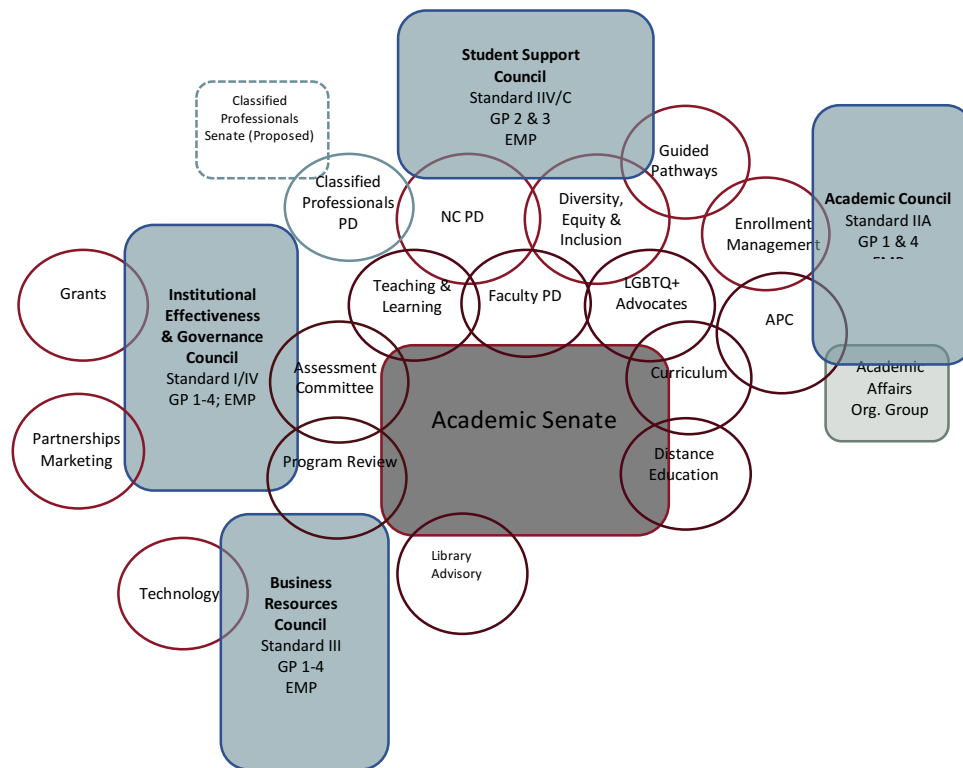


STRATEGIC PLANNING STRUCTURE

Note: 10+1 matters go to Academic Senate. Operational matters go to Executive Cabinet. Institution-wide strategic matters go through the Councils.

Academic Senate, College Councils, and Committees Relationship Chart

(not all relationships can be accounted for)



The 10 + 1 Purview of Academic Senate

1. Curriculum, including establishing prerequisites and placing courses within disciplines
2. Degree and certificate requirements
3. Grading policies
4. Education program development
5. Standards or policies regarding student preparation and success
6. District and college governance structures, as related to faculty roles
7. Faculty roles and involvement in accreditation processes, including self-study and annual reports
8. Policies for faculty professional development activities
9. Processes for program review
10. Processes for institutional planning and budget development
11. Other academic and professional matters as are mutually agreed upon between the governing board and the academic senate

19-20 ISPC Membership

Committee Membership Composition	Name	3 Year Terms		Years Served
		Term Began	Term Ends	
1 Academic Senate President	Quinton Bemiller	19FAL	22FAL	0
2 Faculty Representative At Large	Kris Anderson	16FAL		3
3 Faculty Representative AHWL	Dominique Hitchcock	20SPR	23SPR	0
4 Faculty Representative COMM	Vivian Harris	20SPR	23SPR	0
5 Faculty Representative Sciences & KIN	Virgil Lee	19FAL	22FAL	0
6 Faculty Representative MATH	Andy Robles	20SPR	23SPR	0
7 Faculty Representative BEIT	Rex Beck	20SPR	23SPR	0
8 Chair of Chairs (District Enrollment Management)	Melissa Bader*	11FAL/Chair 14FAL		8 Chair for 5
9 Faculty Representative SBS	Sigrid Williams	20SPR	23SPR	0
10 Administrative Representative 1/AA	Samuel Lee	17FAL		2
11 Administrative Representative 2/BS	Michael Collins	18FAL		1
12 Administrative Representative 3/SS	Kaneesha Tarrant	18FAL		1
13 Administrative Representative 4/SD	Kevin Fleming	20SPR		0
14 Administrative Representative 5	Greg Aycock	11FAL	20SPR	8
15 Classified Staff Representative 1	Leona Crawford	16FAL		3
16 Classified Staff Representative 2	Monica Esparza	16FAL		3
17 Classified Staff Representative 3	Ruth Leal*	12FAL/Chair 13FAL		7 Chair for 6
18 Classified Staff Representative 4	Arezoo Marashi	19FAL	22FAL	0
19 Classified Staff Representative 5	Chris Poole	16SPR	20SPR	3
20 ASNC Student Representative	Thailia Moore	20SPR		
+1 President (tri-chair, non-voting)	Monica Green			

Representatives

Faculty Representative

Faculty Representative

Classified Staff Representative

Classified Staff Representative

Administrative Representative

Administrative Representative