

Institutional Strategic Planning Council (ISPC)  
November 20, 2013  
1:00-3:00 (ST 107)

**Attendees:**

- **Attendees:**

Diane Dieckmeyer (VP Academic Affairs\*ISPC Chair\*)  
Ruth Leal (Staff-Instructional Production Specialist\*ISPC Chair\*)  
Gail Zwart (CTE & Grants Advisory Rep\*ISPC Chair)

Deborah Tompsett-Makin (At-Large)  
Ruth Jones-Santos (Staff-College Receptionist)  
Melissa Bader (Faculty Rep to District EMTF)  
Jocelyn Yow (ASNC-President)  
Greg Aycock (Dean of Institutional Effectiveness)  
Beth Gomez (VP Business Services)  
Lyn Greene (Academic Senate President)  
Mark Lewis (Transfer Faculty)  
Diann Thursby (Staff-Grants Administrative Specialist)  
Monica Green (VP Student Services)  
Andres Elizalde (Basic Skills Faculty)  
Jason Parks (Chair of Chairs – APC)  
Celia Brockenbrough (Library Faculty)  
Jim Thomas (CTE Faculty)  
Ruth Smith (Recorder)

- **Absentees:**

Mark DeAsis (Dean of Admissions & Records)  
Vacant (Staff Rep)  
Vacant (Staff Rep)

- **Guests:** Paul Parnell, Lisa McAllister, Kevin Fleming, Gustavo Ocegüera, Damon Nance, Carol Farrar

**Welcome:** - Diane Dieckmeyer

- Welcome

**Approval of Minutes:** - Gail Zwart

**Motion by Jason Parks, second by Melissa Bader to approve the minutes for the October 16, 2013 meeting. Motion approved.**

**I. Action Items:**

**A. Election of Staff Tri-Chair (Diane Dieckmeyer)**

- ISPC committee currently has a co-chair system. (Faculty/Administrator) Now moving to tri-chair system to include a staff member as a chair.

- Rotation of staff tri-chair position was discussed.

**Motion by Ruth Jones, second by Deborah Tompsett-Makin to approve Ruth Leal as the new ISPC Staff Tri-chair. Motion unanimously approved.**

**B. ADT Philosophy (Sharon Crasnow)**

- ADT for Philosophy will go to Tech Review tomorrow. Will be sent to the State in the Spring.
- Norco is currently offering all listed classes in a rotation that will allow students to earn a degree in two years.
- Has been shared with the philosophy disciplines at the other colleges.

**Motion by Melissa Bader, second by Ruth Leal to approve the Philosophy ADT. Motion approved.**

**C. Approval of Prioritization Lists (Gail Zwart)**

- Concern regarding items that were requested and not appearing on prioritized lists. Items listed on “other” do not receive a ranking. They are accepted.
- Request for staffing program review to add an area where you can request “new” staffing, especially Associate Faculty. Associate Faculty members require additional money in budget. May need to revise program review to include budget increases and decide how they are prioritized.
- Discussion on funding locations and where funds come from.
- If items have been requested several times would like a way to indicate how long that particular item has been requested. Suggestion to make sure the need is indicated during the actual ranking meeting.

**Motion by Lyn Greene, second by Greg Aycock to accept the Prioritization Lists and forward the recommendations to the President. Motion approved with one abstention.**

**D. Substantive Change Proposal (Diane Dieckmeyer/Kevin Fleming)**

- Substantive change is required because of the new partnership with International Rectifier. Norco College is offering digital electronics classes to International Rectifier’s employees at their location in Temecula. Norco has a faculty member teaching the electronics classes and Mt. San Jacinto is providing the general education classes at their college.
- ACCJC says that when classes are offered offsite you must submit a Substantive Change Proposal that verifies that the off campus students will receive all the same services that are offered to our students on campus.
- Will be reviewed at March 6 meeting of ACCJC. Needs to be submitted in February with RCCD board review and approval in January.
- Document is still in draft form. Give Kevin any changes or concerns.

**Motion by Lyn Greene, second by Jim Thomas to approve the Substantive Change Proposal. Motions approved.**

