

Institutional Strategic Planning Council (ISPC)
Mini Retreat
December 4, 2013
12:30-3:00 (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)
Monica Green (VP Student Services)
Mark Lewis (Transfer Faculty)
Diann Thursby (Staff-Grants Administrative Specialist)
Jason Parks (Chair of Chairs – APC)
Celia Brockenbrough (Library Faculty)
Jim Thomas (CTE Faculty)
Mark DeAsis (Dean of Admissions and Records)
Ruth Smith (Recorder)

• **Absentees:**

Andres Elizalde (Basic Skills Faculty)
Vacant (Staff Rep)
Vacant (Staff Rep)

• **Guests:**

Monica Green, Damon Nance, Vivian Harris, Paul Parnell

Welcome: - Diane Dieckmeyer

- Welcome to the last ISPC meeting for Fall.

Approval of Minutes: - Gail Zwart

Motion by Lyn Greene, second by Mark DeAsis to approve the minutes for the November 20, 2013 meeting with corrections to the titles of Mark DeAsis and Greg Aycock. Motion approved with one abstention.

I. Action Items:

A. Title V Grant Proposal (Gustavo Ocegueda/Monica Green)

- Proposals were requested via e-mail in October. There were five submitted.
- Two open forums were held. They were attended by the proposal writers.
- The Grant Committee has reviewed the five proposals and blended them into one proposal that is being discussed today.
- The information is being presented today as an abstract and if approved a team will put together the actual proposal.
- The proposal is due in March.
- This is an HSI Title V Grant Proposal (Pathways to Transfer Success) that addresses Norco's population that is made up of Hispanic students at 51%, with 60% of the students declaring transfer as their goal and 94% of students entering below transfer level in math and English.
- Would like to see a larger dedicated space for the transfer center. Something that is more accessible to students. The grant could include some funds for a remodel.
- Grant would serve 150 participants.
- Need to consider how this transfer process and/or positions could be institutionalized in the future.

Motion by Lyn Greene, second by Ruth Jones-Santos to approve the Title V Grant Proposal – Pathways to Transfer Success. Motion unanimously approved.

II. Information Items:

A. Mini Retreat Discussion on Committee Mapping

- All committees have reviewed the original mapping documents. Greg has received a lot of good feedback.
- Committees are going to lead the objectives. Does not mean that the leading committees have to do the objectives. They will be the leading party.
- Discussed committees/groups that will be leading each of the objectives and how progress reports will be made.
- Discussion regarding including Norco's Academic Senate on some of the Student Success Committee objectives.
- Concern/discussion on the need for and creation of a CTE Committee.
- Greg will share goals and objectives with the COTW on Thursday. All the committees will receive a copy of the goals spreadsheets.

III. Open Hearing:

- Questions about how to obtain additional part time hours for a specific department or area.
- Program Review question regarding prioritizing of "other" requests. Dr. Dieckmeyer will attend Program Review Committee meeting to discuss adjustments to this area.
- Greg shared that an annual report will be transmitted at the end of the year regarding Strategic Planning. You will receive a document for 2013 soon. Please provide Greg with any feedback.

Adjourned - 3:00

