

Institutional Strategic Planning Council (ISPC)

November 19, 2014

1:00-3:00 (ST 107)

Attendees:

- **Attendees:**

Ruth Leal (Staff-Instructional Production Specialist*ISPC Chair*)

Diane Dieckmeyer (VP Academic Affairs*ISPC Chair*)

Melissa Bader (Faculty Rep to District EMTF *ISPC Chair*)

Deborah Tompsett-Makin (At-Large)

Barbara Moore (Transfer Faculty)

Natalie Aceves (Staff-Educational Advisor)

Ruth Jones-Santos (Staff-Administrative Assistant II)

Lyn Greene (Academic Senate President)

Beth Gomez (VP Business Services)

Monica Green (VP Student Services)

David Mills (Basic Skills Faculty) *(Left @ 2:34 for class)*

Jason Parks (Chair of Chairs – APC)

Diann Thursby (Staff-Grants Administrative Specialist)

Greg Aycock (Dean of Institutional Effectiveness)

Jim Thomas (CTE Faculty)

John Coverdale (CTE & Grants Advisory Rep)

Ruth Smith (Recorder)

- **Absentees:**

Benjamin Vargas (ASNC-President)

Ana Molina (Staff-Administrative Assistant II)

Celia Brockenbrough (Library Faculty)

Mark DeAsis (Dean of Admissions and Records)

- **Guests:** Koji Uesugi, Sheryl Tschetter, Kevin Fleming, Damon Nance, Paul VanHulle, Arend Flick, Paul Parnell

Approval of Minutes:

Approval of Minutes for November 5, 2014

Motion by Diane Thursby, second by Monica Green to approve the minutes from the November 5, 2014 meeting with the following changes. Item. II.D. change “norm” to “mean” and add the sentence – We are ½ a deviation below in certificate completion. Item II.C. change the standing committee to ISPC not APC. Item IV (Open Hearing regarding ASNC resolutions) - Indicate that the resolutions are recommendations. Motion approved.

I. Action Items:

A. Electrician Apprenticeship Certificate (Paul VanHulle)

- This is a five year apprenticeship program with the electrician’s union.

- Received several phone calls from the community asking for these classes.
- Apprenticeship programs are funded differently. Can claim apportionment or RSI funds.
- This apprenticeship is currently associated with Palomar College, but will be changing to Norco College.
- This apprenticeship works through the Union. Norco College is the administrator for the program, but does not teach the classes.
- Change to the Outline of Record – correct numbers of units to match. Should be 35.
- This certificate will require the filing of a Substantive Change with ACCJC.
- Discussion on how the Improvement of Instructions process will be handled with Union faculty and how students can receive necessary services from Norco.

Motion by Jim Thomas, second by Lyn Greene to approve the Electrician Apprenticeship Certificate. Motion approved.

B. Entry Level Electrician Trainee Certificate (Paul VanHulle)

- Have two programs for individuals that do not choose to go through the Union.
- This is entry level certificate and is what the State requires (Level one).

Motion by Jason Parks, second by Deborah Tompsett-Makin to approve the Entry Level Electrician Trainee Certificate and the Residential Construction Electrician Trainee Certificate. Motion approved.

C. Residential Construction Electrician Trainee (Paul VanHulle)

- Lines up with level two state requirements.
- Discussion that these two trainee certificates will be combined into a 30 unit certificate and an Associate of Science Degree at a later date.

D. 3D Mechanical Drafting Certificate (Paul VanHulle)

- Includes training in SolidWorks I and II.
- At the end they will be able to take the industry standard test.
- Mini certificates can be under 12 and align with industry tests/standards.
- This is a gateway to other drafting certificates that Norco already offers.
- TOPSs code will be added prior to submission to the state.

Motion by Jim Thomas, second by David Mills to approve the 3D Mechanical Drafting Certificate. Motion approved.

E. Equity Plan – 1st Reading (Koji Uesugi) * 2nd reading will be electronic

- This was originally presented in the Spring. Reviewed process followed so far.
- Shared status of plan for the first reading.
- Indicated the Five Success Indicators that must be addressed – Access, Course Completion, ESL and Basic Skills Completion, Degree and Certificate Completion and Transfer.

- Reviewed student groups that must be considered. Race/ethnicity, Current or former foster youth, Student with disabilities, Low-income students, Veterans, Gender.
- Reviewed institutional linkages to the college.
- Shared the general parameters of the Student Equity Plan.
- Indicated funding at approximately \$325,000 that will be received each year. Possibility that amount could increase each year.
- Discussion on sources of funding in the plan.
- Please review prior to the second reading (electronically). Plan must be presented to the Board in December.
- Send any comments or concerns to Dr. Uesugi.

F. APC Faculty Priority List

- This is the list approved by the APC.
- Reviewed the approval process followed by the APC chairs to determine the final ranking.
- The ranking criteria is revisited every year and approved prior to starting the ranking process.
- Questions on hiring of categorically funded positions and how to obtain ranking for general funding if needed. Want to make sure that there aren't any gaps in our process and all positions needed are considered. Suggestion that this discussion be shared with APC and the SSV Planning Council.
- Senate will approve this list on December 1.

Motion by Beth Gomez, second by Lyn Greene to approve the recommendation from APC for the Faculty Priority List and forward it to Dr. Parnell. Motion approved.

G. SSV Priority List

- Similar process as APC.
- All Program Reviews are due in June and rankings are done in the Summer.
- There have been a few changes since the time the rankings were decided in the Summer.
- Discussion on timing of approvals for all the lists. Suggestions that any changes that have occurred since the rankings were completed are identified for clarity.
- Request that notes are added to any positions that are currently filled as interim or are in the process of being hired.

Motion by Ruth Jones-Santos, second by Diann Thursby to approve the recommendation from the SSPC for the Staffing Priority List and forward it to Dr. Parnell. Motion approved.

- This is the equipment list that is ranked by the SSPC. There is another equipment list from the Administrative Program Review that is included in BFPC Priority List.
- Suggestion/reminder that items under \$2,000 can be requested from ASNC. You must complete the request form and meet certain criteria.

Motion by Jason Parks, second by Beth Gomez to approve the recommendation from the SSPC for the Equipment Priority List and forward it to Dr. Parnell. Motion approved.

H. BFPC Priority List

- Council looked at their process to make sure that all items were prioritized and their process was clear.
- Added categories to clarify requests and make sure that everything is included. Nothing is has been left unranked.
- Question from APC regarding soccer program not using general funds. BFC will add this discussion on their next meeting agenda and bring their recommendation to ISPC.

Motion by Jim Thomas, second by Lyn Greene to approve the recommendation from the BFPC for their Priority Lists and forward them to Dr. Parnell. Motion approved.

II. Information Items:

A. District Strategic Planning update (Ruth Leal, Melissa Bader, Diane Dieckmeyer)

- Rick Herman approved a migration concept for the colleges to move to Office 365. Will be announced soon.
- Moreno Valley will have an Information Services person on their campus that will be incorporated with their IMC department. Norco is moving toward that same arrangement.
- Shared goals that Chancellor Burke handed out at the meeting. (see attached- Chancellor Goals 2014-2016)
- District budget (DBAC) now reports to Strategic Planning. Currently talking about college equity funding. Also discussed each college having their own 1% college reserve.
- Current information from the State indicates 2 to 3.75% in access money that would be given to the District. More than last year.
- District Enrollment Management will meet the beginning of next month.

III. Open Hearing:

- Reminder that action plan item one of the planning agenda items. Will send Greg meeting minutes as evidence.
- Comments from Dr. Parnell that recommendations and priority lists he receives from all the college constituents are very helpful to him.
- Shared that Norco's Summer Advantage Program has been selected as one of the 10 Bellwether Award finalists in the Instructional Program and Services category.
- Acknowledged Beth Gomez for helping identify/share all the funding sources and information that is available.

Adjourned – 3:00

RIVERSIDE COMMUNITY COLLEGE DISTRICT PROGRAM OUTLINE of RECORD

College: R__ M__ N~~X~~

Electrician Apprenticeship

PROGRAM PREREQUISITE:

None

SHORT DESCRIPTION of PROGRAM

This is a five-year apprenticeship program. Applications for Riverside/San Bernardino/ Mono/Inyo counties should apply to the Riverside and San Bernardino Joint Electrical Apprenticeship Training. Committees, 1855 Business Center Drive, San Bernardino, CA 92408. Telephone: (909) 890-1703.

PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students should be able to:

1. Apply a working knowledge of math formulas and complex solution methods related to the electrical trades, along with blueprint symbols and drawings of wiring diagrams with common schematic symbols, including troubleshooting of common system faults, detection and repair, while properly applying OSHA construction site safety standards to all practices.
2. Properly apply all pertinent National Electric Code (NEC) to all workplace practices involving DC, AC single & poly-phase systems, utilizing proper grounding, bonding, lightning protection, wire sizing, conduit fill, overload protection, layout, connections, installations, troubleshooting, fault isolation, repairs or modifications.
3. Demonstrate appropriate leadership and expertise in applying special control and monitoring functions related to layout, installation, testing, and troubleshooting of digital and analog systems involving such ancillary equipment as CATV, CCTV, telephone circuits, Programmable Logic Controllers (PLCs), sensors, actuators, low-voltage and high-voltage, transformation, interfacing, hardware, setup, and programming services needed to comply with all NFPA-70E (NEC) and OSHA regulations for safety and fitness.

Required Courses (31 units)

Course	Title	Units
ELE 35	Introduction to the Electrical Trades and Construction Safety	3.5
ELE 41	Introduction to Electrical Theory, Basic Math Concepts, and the National Electric Code	3.5
ELE 42	Advanced DC Circuit Concepts, Introduction to 3-Phase AC Circuits, Test Equipment, and National Electric Code Applications	3.5
ELE 43	AC Circuit Concepts, Applied Electronics, and National Electric Code Applications	3.5
ELE 44	Digital Logic Circuits, Conductor Characteristics, Applications, and National Electric Code (NEC)	3.5
ELE 45	Electrician Blueprint Reading with Code Applications for National Electrical Code (NEC)	3.5
ELE 46	Grounding Systems, Advanced Blueprints and Specifications, Motor Design and Installation, and National Electric Code	3.5
ELE 47	Motor Control Principles, Generators and Power Supplies, with National Electric Code (NEC)	3.5
ELE 48	Transformer Theory, Leadership, Management, and Test Equipment	3.5
ELE 49	Electrician Specialty Systems	3.5
Total		35

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
PROGRAM OUTLINE of RECORD**

College: R__ M__ N X

TOPs Code: 460302

Entry-Level Electrician Trainee, Locally-Approved Certificate (15-units)

PROGRAM PREREQUISITE:

None.

SHORT DESCRIPTION of PROGRAM

Program prepares all entry-level electrician trainees with essential information regarding OSHA safety, blueprint reading, National Electrical Code, and the electrical trades, with respect to construction and general industry, as the first steps toward becoming an electrician.

PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students should be able to:

- Utilize OSHA standards and regulations to supplement an ongoing safety and health program.
- Sketch and explain a complete electrical diagram of a sample home, using standard blueprint symbols.
- Prepare the necessary calculations for sizing of electrical services.
- Identify the basic parts of electrical, mechanical, and plumbing systems.
- Demonstrate a working knowledge of the technical terminology.

Required Courses

CON-60: Introduction to Construction
CON-62: Blueprint Reading
CON-66: National Electrical Code,
ELE-77: Survey of the Electrical Trades
MAN-55: OSHA

Units

3
3
3
4
2

Elective Courses

NONE

Units

Total Units:

15

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
PROGRAM OUTLINE of RECORD**

College: R__ M__ N__ X

TOPs Code: 460302

Residential Construction Electrician Trainee, Locally-Approved Certificate (15-units)

PROGRAM PREREQUISITE:

ELE-77; MAN-55; CON-60; CON-62; and CON-66

SHORT DESCRIPTION of PROGRAM

Program prepares a formerly trained, entry-level, electrician trainee toward becoming a residential construction electrician trainee.

PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students should be able to:

- Plan, construct and explain safe and proper electrical circuits, using industry standard components, according to supplied blueprints and verbal instructions, while following National Electrical Code (NEC) and OSHA rules.
- Describe the general principles of direct or alternating current pertaining to a DC motor, AC motor, or generator.
- Demonstrate bandaging and splinting techniques for the care of wounds, burns, sprains, dislocations and fractures; apply the techniques used for the prevention and treatment of shock; and demonstrate emergency rescue moves only when necessary.
- Troubleshoot and repair a given, complex configuration of electrical and electronic circuit combinations and create a written report of everything that was done to affect repairs, including necessary interactions with programmable devices.

Required Courses

ELE-71: Residential Wiring for Electricians	<u>Units</u> 4
ELE-73: Electric Motors for Electricians	4
ELE-75: Electronics for Electricians	4
KIN-30: First Aid & CPR	3

Elective Courses

NONE	<u>Units</u>
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Total Units: **15**

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
PROGRAM OUTLINE of RECORD**

College: R__ M__ N_X__

TOPs Code: _____

3D Mechanical Drafting

PROGRAM PREREQUISITE:

None.

SHORT DESCRIPTION of PROGRAM

This certificate includes courses intended to help students qualify for an entry level CAD operator/drafter or help someone, already in industry, to update their skills. Students can expect an entry level position as a CAD operator, mechanical drafter, engineering assistant and engineering technician.

PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students should be able to:

1. Demonstrate an understanding of 3D mechanical modeling so as to be able to capture design intent in a 3D model.
2. Map out the most efficient path in 3D model creation.
3. Reverse engineer existing parts and recreate them as 3D computer models.

Required Courses

	<u>Units</u>
ENE-21 Drafting	3
ENE-42 SolidWorks I	3
ENE-42b SolidWorks II	3

Elective Courses

	<u>Units</u>
None	

Total Units: **9**

From Planning to Implementation: Constructing Our Student Equity Plan

November 19, 2014
ISPC Meeting

Student Equity Planning 2014

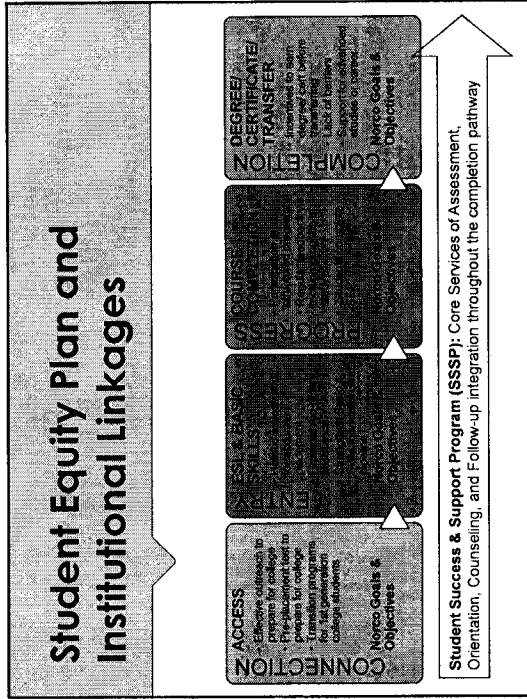
- Initiated by Student Success Committee
- Faculty, staff, and administrators attended Student Equity Institutes
- Student Equity Planning Retreat held in September
- Continuous feedback from Student Success Committee during fall semester
- Academic Senate presentation
- ISPC and COTW presentations**
- Board of Trustees presentation in December**

Student Equity Plan 2014 Requirements-Success Indicators

- Access
- Course Completion
- ESL and Basic Skills Completion
- Degree and Certificate Completion
- Transfer

Student Equity Plan 2014 Required-Student Groups

- Race/Ethnicity
- Current or former foster youth*
- Students with disabilities
- Low-income students
- Veterans
- Gender



Equity-Minded Philosophy

○ "Equity-mindedness refers to the outlook, perspective, or mode of thinking exhibited by practitioners who call attention to patterns of inequity in student outcomes, and are willing to assume personal and institutional responsibility for the elimination of inequity."
 by Pena, E.V., Bensimon, E.M. & Colyar, J. 2006

Student Equity Plan Parameters

- \$324,935 Budget
- 13 Goals and 25 Activities
 - Collaboration between instructional and student services practices
- Three-year plan timeline
- Annual report on milestones

Questions

