

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

May 20, 2015

1:00-3:00 (ST 107)

### **Attendees:**

- **Attendees:**

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

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

**Diane Dieckmeyer (VP Academic Affairs\*ISPC Chair\*)**

Beth Gomez (VP Business Services)

Barbara Moore (Transfer Faculty)

Natalie Aceves (Staff-Educational Advisor)

Peggy Campo (Academic Senate President)

David Mills (Basic Skills Faculty)

Jason Parks (Chair of Chairs – APC)

Diann Thursby (Staff-Account Services Clerk)

Greg Aycock (Dean of Institutional Effectiveness)

Jim Thomas (CTE Faculty)

Celia Brockenbrough (Library Faculty)

Ruth Jones-Santos (Staff-Administrative Assistant II)

Mark DeAsis (Dean of Admissions and Records)

Ana Molina (Staff-Administrative Assistant II)

John Coverdale (CTE & Grants Advisory Rep)

Monica Green (VP Student Services)

Ruth Smith (Recorder)

- **Absentees:**

Deborah Tompsett-Makin (At-Large)

Collin Pacillo (ASNC-President)

- **Guests:** Colleen Molko, Kevin Fleming, Paul Parnell, Carol Farrar

### **Approval of Minutes:**

Approval of Minutes for May 6, 2015.

**Motion by Jim Thomas, second by Diann Thursby to approve the minutes from the May 6, 2015 meeting. Motion approved.**

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

##### **A. Institutional Set Standards (Greg Aycock)**

- Reviewed the institutional set standards reported on the ACCJC Annual Report for this year.
- Compared actual numbers with our institution set standards.

- Norco met or exceeded the targets for four of the 2015 ISS.
- Norco fell below seven of the ISS which triggered the college's procedural response.
- Next steps:
  - Identify possible causes
  - Generate plan of action
  - Consistently report out on process to the ISPC
  - Create summative report

## **B. Standing Committee Reports**

### **➤ Academic Senate (Peggy Campo)**

- Shared the Senate's mission and purpose.
- Briefly outlined what has been accomplished?
  - Participate in District Academic Senate meetings to coordinate faculty's academic across the colleges and in the district.
  - Participated in District Strategic Planning Council to serve in the district governance structures.
  - Participated in Board of Trustee committee and regular meetings voicing faculty academic issues.
  - See handout attached for additional accomplishments.
- Discussed a couple items that the Senate was not able to accomplish this year.
- Reviewed changes made to the Academic Senate during the year.
- Outlined assistance needed from the ISPC. The Senate would like a "flowchart" indicating what goes where and when. They would also like to see the strategic planning goals and objectives map to committees reviewed and revised.

## **C. Program Discontinuance (Kevin Fleming)**

- Explained that it is always a good idea to review programs and update them when needed. (See attachments)
- Reviewed the steps followed in order to complete the discontinuance of the programs and updating to the catalog for 2015-2016.
- Shared that the Board Policy (AP 4021) that dictates the membership on the task force for discontinuance.
- Norco has 11 programs that were recommended for discontinuance. There are several CTE programs that will be replacing the discontinued programs.
- Provided three recommendations for the future to make the process faster and easier.

## **D. Concurrent Enrollment Pilot Program (Kevin Fleming)**

- Concurrent enrollment has opened again. We are now able to strengthen our partnerships with CNUSD and Chaffey Joint Union High School District through a pilot CTE Pathway Initiative that will be starting in Fall 2015.
- Four specific CTE pathways have been identified that will be enrolling 15-20 high school students. These student will take one section each, per term. The four pathways are:

1. Audio Production: Game Audio
  2. Supply Chain Technology
  3. Game Art: Character Modeling
  4. Mobile Application Development
- Hope that these students will continue at Norco and this initiative will create a “bridge” for additional students to attend Norco College.
  - The CTE Pathway Initiative has been coordinated with Chaffey College.

**E. May Budget Revise (Beth Gomez)**

- May revise is very good news, but the colleges have not yet fully recovered from the bad times. Going in the right direction.
- Legislature has until June 15 to revise the May revise and present their version to the Governor.
- Briefly reviewed the revise adjustments (see PowerPoint attached).

**F. Recommendation 1 – Complete Evaluation Procedures Conversation #8 (Diane Dieckmeyer)**

- This item has been tabled until the next meeting.

**G. Annual Report (Diane Dieckmeyer)**

- Reviewed the ACCJC Annual Report prepared by Dr. Dieckmeyer and submitted every March.
- This is a collaboration of data/information from several different people.
- Report is posted on our website. (see attached)
- Discussion on our accreditation follow-up visit and numbers included in this annual report.

**II. Open Hearing**

- Dr. Parnell – shared that the Board of Trustee’s meeting was held at Norco last night. He said he enjoyed the bowling activity today that was held in order to recognize classified staff.
- The college is celebrating students now by holding a couple events every night.

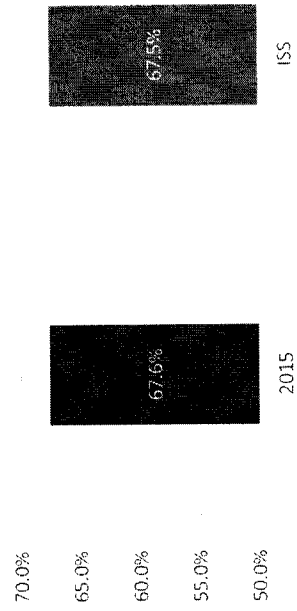
**Adjourned** – 2:55 pm

# Institution-Set Standards 2015

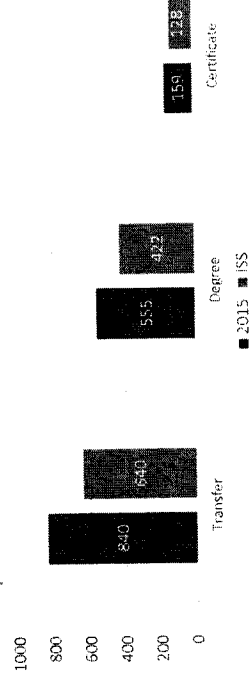
## ISS Reported This Year

ISS-2015	Value
Successful Course Completion	67.5%
Transfer (Unduplicated # Students)	640
Completion of Degrees (Unduplicated # Students)	422
Completion of Certificates (Unduplicated # Students)	128
CTE Graduate Employment Rate	Varies

## ISS-Successful Course Completion



## ISS-Transfer, Degree & Certificate Completion



### CTE Job Placement Rate

Program Area	ISS	Job Placement Rate
Architecture & Architectural Technology	56.3%	46.7%
Business and Commerce, General	61.9%	100%
Accounting	61.9%	63.0%
Business Management	61.9%	79.0%
Marketing & Distribution	61.9%	100%
Logistics & Materials Transportation	61.9%	71.4%
Real Estate	61.9%	40.5%
Digital Media	46.2%	42.1%

### CTE Job Placement Rate

Program Area	ISS	Job Placement Rate
Computer Information Systems	37.0%	80.0%
Computer Software Development	37.0%	50.0%
Engineering Technology, General	59.2%	55.6%
Electronics & Electrical Technology	59.2%	50.0%
Drafting Technology	59.2%	64.3%
Manufacturing & Industrial Technology	59.2%	75.0%
Civil and Construction Management Technology	59.2%	50.0%
Child Development/Early Care and Education	53.1%	62.3%
Administration of Justice	48.7%	42.9%

### Summary

- Four of our 2015 ISS were met or exceeded triggers
- CTE Job Placement
  - Ten CTE areas met or exceeded triggers
  - Seven CTE areas fell below the ISS—Triggering the Procedural Response
- Next Steps
  - ISPC co-chairs will convene a taskforce with appropriate constituency
  - Identify possible causes
  - Generate plan of action
  - Consistently report out on progress to ISPC
  - Create summative report

## **Norco Academic Senate Report to ISPC Spring 2015**

### **NORCO ACADEMIC SENATE (NAS) MISSION**

The Academic Senate operates pursuant to Title 5, Subchapter 2, Sections 53200 – 53206, California Education Code B. The Academic Senate shall concern itself with making recommendations to the College President and the District Chancellor and the District Academic Senate, and the College Vice President for Academic Affairs with respect to policy development and the implementation of matters in the following areas:

1. curriculum, including establishing prerequisites and placing courses within disciplines
2. degree and certificate requirements
3. grading policies
4. educational 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 involvements 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
- +1. other academic and professional matters as mutually agreed upon between the Board of Trustees and the Academic Senate.

### **NAS PURPOSE**

The purposes of the Academic Senate shall be (1) to participate in the formation of policies and procedures in academic and professional matters; (2) to coordinate communication from the Riverside Community College District Academic Senate and the Academic Senates of the Moreno Valley, and Riverside City Colleges; and (3) to facilitate communication between the administration, faculty, students, and the Board of Trustees in all matters relating to community college education.

### **STRATEGIC GOALS AND OBJECTIVES THAT APPLY TO THIS COMMITTEE**

Twenty-nine of the forty-one objectives under our 7 strategic goals are either a direct responsibility of the NAS or of one of its subcommittees. So what have we done this year to address these goals and objectives?

- Participated in District Academic Senate meetings to coordinate faculty's academic activities across all the colleges in the district.
- Participated in Board of Trustees committee and regular meetings voicing faculty academic issues.
- Participated in District Strategic Planning Council meetings to serve in district governance structures.
- The Student Success Committee was voted to be an operational committee and is no longer a Senate committee
- Approved updated BPs and APs regarding Workplace Violence (BP/AP 3510); Standards of Student Conduct (BP5500); Admission & Concurrent Enrollment of High School and

Other Young Students (AP5011); Faculty Recruitment and Hiring (AP7120c);  
Equivalency Policy (AP7211)

- Approved multiple course modifications, new courses, new certificates, degrees, and programs.
- Approved GE graduation requirements.
- Approved discontinuance of multiple courses and programs.
- Approved important college documents such as Accreditation Follow-up Report, Equity Plan, IEPI.
- Conducted discussions regarding multiple academic issues such as: bachelor's degrees, assessment of ILOs, PLOs, SLOs, matriculation, ways to improve student success, teaching and learning, etc.

What did we NOT do?

- Create a Teaching and Learning Workgroup, to promote teaching excellence.
- Complete the Annual Survey of Effectiveness of Academic Senate and Senate Standing Committees in the desired timeframe.

CHANGES

- Student Success committee was removed as a standing committee of the NAS.
- Leadership changes occurred within the NAS and some of its subcommittees this year.

ASSISTANCE NEEDED FROM ISPC

- Would appreciate a flowchart delineating what goes where, and when.
- Strategic planning goals and objectives map to committees should be reviewed and revised.

# Program Viability & Discontinuance

ISPC Update  
May 26, 2015

## 2014-2015 Process steps

- Presented AP 4/22/15
- Presented AP 4/23/15
- College of Business Administration - Business Administration - Non-ASAC Evening Mgr.
- Study of data area 2/15/15
- Faculty Committee System Report
- Program Discontinuation Task Force Report
- Final Report to the Board of Trustees (March)
- Board of Trustees Approval of Discontinuation (March)
- Final Discontinuation Committee Report
- Board of Trustees Approval of Discontinuation (April)
- ISPC Meeting
- ISPC Meeting
- Student program discontinuation (May)
- Final Report to the Board of Trustees

## NORCO COLLEGE

### Program Viability and Discontinuance Task Force membership

December 5, 2014  
(per AP 402)

This combined committee represents 4 Task Forces with overlapping membership to review 11 academic programs during the Fall 2014 term.


- Regular faculty members who each teach at least one course per academic year in the Program: Carl Zantz, Curtis Garcia, Judy Perry, Gerald Conner, John Covello, Cathy Brotherton
- The Department Chair overseeing the Program: Patty Wynsamm, Paul Voth, Mike, James Finley, Peter Bokshwin
- The Dean of Instruction/Supervising the Program: Keith Feeding
- A representative of the Research and Planning (Institutional Effectiveness) Office: Callan Wood
- A representative of Counseling who does not teach in the Program: Lashley Dumbajet
- A representative of the local (college) Academic Senate who does not teach in the Program: Lynn Green/John Abgeant/Debbie Mikan
- A representative of the local (college) Program Review Committee who does not teach in the Program: Albert Gray/Neil Zouat
- A representative of the local (college) Curriculum Committee who does not teach in the Program: Bob Kish and J. J. Smith
- The Vice President of Academic Affairs, or designee, shall chair the Task Force as a non-voting member.
- The Vice Chancellor, Educational Services, or designee, will also serve on this Task Force as a non-voting member: Ethel Henderson

## Student Data Sample

College	Dept	Enroll	Acad Year	Acad ID	Task Force member	Academic Number
X	ASAC	100	1	100		100
X	ASAC	100	2	100		100
X	ASAC	100	3	100		100
X	ASAC	100	4	100		100
X	ASAC	100	5	100		100
X	ASAC	100	6	100		100
X	ASAC	100	7	100		100
X	ASAC	100	8	100		100
X	ASAC	100	9	100		100
X	ASAC	100	10	100		100
X	ASAC	100	11	100		100
X	ASAC	100	12	100		100
X	ASAC	100	13	100		100
X	ASAC	100	14	100		100
X	ASAC	100	15	100		100
X	ASAC	100	16	100		100
X	ASAC	100	17	100		100
X	ASAC	100	18	100		100
X	ASAC	100	19	100		100
X	ASAC	100	20	100		100
X	ASAC	100	21	100		100
X	ASAC	100	22	100		100
X	ASAC	100	23	100		100
X	ASAC	100	24	100		100
X	ASAC	100	25	100		100
X	ASAC	100	26	100		100
X	ASAC	100	27	100		100
X	ASAC	100	28	100		100
X	ASAC	100	29	100		100
X	ASAC	100	30	100		100
X	ASAC	100	31	100		100
X	ASAC	100	32	100		100
X	ASAC	100	33	100		100
X	ASAC	100	34	100		100
X	ASAC	100	35	100		100
X	ASAC	100	36	100		100
X	ASAC	100	37	100		100
X	ASAC	100	38	100		100
X	ASAC	100	39	100		100
X	ASAC	100	40	100		100
X	ASAC	100	41	100		100
X	ASAC	100	42	100		100
X	ASAC	100	43	100		100
X	ASAC	100	44	100		100
X	ASAC	100	45	100		100
X	ASAC	100	46	100		100
X	ASAC	100	47	100		100
X	ASAC	100	48	100		100
X	ASAC	100	49	100		100
X	ASAC	100	50	100		100
X	ASAC	100	51	100		100
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X	ASAC	100	54	100		100
X	ASAC	100	55	100		100
X	ASAC	100	56	100		100
X	ASAC	100	57	100		100
X	ASAC	100	58	100		100
X	ASAC	100	59	100		100
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X	ASAC	100	61	100		100
X	ASAC	100	62	100		100
X	ASAC	100	63	100		100
X	ASAC	100	64	100		100
X	ASAC	100	65	100		100
X	ASAC	100	66	100		100
X	ASAC	100	67	100		100
X	ASAC	100	68	100		100
X	ASAC	100	69	100		100
X	ASAC	100	70	100		100
X	ASAC	100	71	100		100
X	ASAC	100	72	100		100
X	ASAC	100	73	100		100
X	ASAC	100	74	100		100
X	ASAC	100	75	100		100
X	ASAC	100	76	100		100
X	ASAC	100	77	100		100
X	ASAC	100	78	100		100
X	ASAC	100	79	100		100
X	ASAC	100	80	100		100
X	ASAC	100	81	100		100
X	ASAC	100	82	100		100
X	ASAC	100	83	100		100
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X	ASAC	100	90	100		100
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X	ASAC	100	93	100		100
X	ASAC	100	94	100		100
X	ASAC	100	95	100		100
X	ASAC	100	96	100		100
X	ASAC	100	97	100		100
X	ASAC	100	98	100		100
X	ASAC	100	99	100		100
X	ASAC	100	100	100		100



# Public Session



Working with the Board to meet public session requirements for the Program Reinstatement. The Board has approved the program reinstatement. The Board will be discussing the program reinstatement at the public session.

Friday, December 5, 2014  
11:30 am - 12:00 pm  
IT-218

Administrative Services  
Business Administration  
Computer Applications  
Engineering Technology  
Health Sciences  
Humanities  
Liberal Arts  
Nursing  
Physical Education  
Social Sciences  
Student Services  
Technical Education

### Next-CLE Programs, Address at Replacemenu

Administration of Justice - certificate and diploma	Administrative Justice AOT (60 periods)
Architecture	None. Retaining Architectural Graphics cert.
Business Administration with Human Resources Concentration	Entrepreneurship
Civil Engineering Technician	3D Mechanical Drafting
Computer Applications	Spreadsheet OJT courses
Electronics Technology	Digital Electronics
Engineering Technology	Reconstructing "Crime Scene Investigation"
Investigative Assistant certificate	Computer Core Game Arts & Animation Game Art: Character Modeling Game Art: Character Modeling Audio Production (Game Audio emphasis) Game Design
Simulation & Gaming	Mobile Application Development
Web Master - Web Designer	
Web Master - Web Developer	

# Student Email Sample

Architecture students,

This email is for you to read. It is not intended for you to be read by anyone else. It is not intended for you to be read by anyone else. It is not intended for you to be read by anyone else.

Program Change

Starting next academic year, Norco College will be implementing our 21st Century Architecture certificate and diploma. The program will be implemented in the fall of 2015. The program will be implemented in the fall of 2015. The program will be implemented in the fall of 2015.

What will be affected by the change?

The program will be implemented in the fall of 2015. The program will be implemented in the fall of 2015. The program will be implemented in the fall of 2015.

What will be the impact of the change?

The program will be implemented in the fall of 2015. The program will be implemented in the fall of 2015. The program will be implemented in the fall of 2015.

What will be the benefits of the change?

The program will be implemented in the fall of 2015. The program will be implemented in the fall of 2015. The program will be implemented in the fall of 2015.

What will be the costs of the change?

The program will be implemented in the fall of 2015. The program will be implemented in the fall of 2015. The program will be implemented in the fall of 2015.

What will be the timeline of the change?

The program will be implemented in the fall of 2015. The program will be implemented in the fall of 2015. The program will be implemented in the fall of 2015.

What will be the contact information for the change?

The program will be implemented in the fall of 2015. The program will be implemented in the fall of 2015. The program will be implemented in the fall of 2015.

# Future Recommendations

Communication to Associate Faculty sooner in the process

Program viability & Discontinuance is not institutionally coupled to any other institutionalized process. A best practice in CA is to include Program Viability & Discontinuance metrics into the Program Review process. The Program Review rubric can then serve as a catalyst for a distinctly separate program viability & discontinuance process. This would help to better connect the college's program review, assessment, academic planning, and program viability & discontinuance efforts. It would also create a process for struggling programs/disciplines to be properly supported.

AF Local defines the Task Force membership. It currently does not include a student representative. I recommend AF Local be revised to include a student representative to serve on the Task Force

**Norco College Program Discontinuance Update  
May 2015**

Norco College convened a Program Discontinuance Task Force in alignment with our district Administrative Procedure 4021 (Program Viability and Discontinuance) to discuss the discontinuation of 11 certificate/degree programs. All faculty members in these disciplines unanimously supported this action as documented in their department meeting minutes.

A Public Comment session was held on December 5<sup>th</sup> from 11:30 am – 12:30 pm for students and members of the community. Following that public session, a closed Task Force meeting was held in alignment with our Board Policy to determine what courses in each program still need to be offered, if any, to allow students to complete their program of study already underway.

All the academic disciplines affected (ADJ, GAM, ARE, BUS, ENE, CAT, CIS, ELE) are being retained and classes will continue to be offered, just in different compositions. Many of the programs brought forward for review have already been replaced by recently created academic programs which contain similar/transferrable knowledge and skills. See table below. In collaboration with our business and community partners, Norco College believes in constantly reviewing and revising our Career & Technical Education (CTE) program offerings to ensure they remain viable, relevant, and cutting-edge.

The Board of Trustees approved the discontinuance of these programs at their April 17, 2015 meeting. They will be removed from the 2015-16 Catalog.

E-mails are being sent to students this month informing them of future course offerings as part of our “teach out” strategy so they can complete their program of study, as well as neighboring colleges where they can take additional courses in these areas.

Administration of Justice certificate and degree	Administrative Justice ADT (in process)
Architecture	None. Retaining Architectural Graphics cert.
Business Administration with Human Resources Concentration	Entrepreneurship
Civil Engineering Technician	3D Mechanical Drafting
Computer Applications	Stand-alone CAT courses
Electronics Technology	Digital Electronics
Engineering Technology	Green Technician
Investigative Assistant certificate	Resurrecting “Crime Scene Investigation”
Simulation & Gaming	Game Art Core Game Art: 3D Animation Game Art: Environments & Vehicles Game Art: Character Modeling Audio Production (Game Audio emphasis) Game Design
Web Master-Web Designer	Mobile Application Development
Web Master-Web Developer	

Architecture students,

This email is being sent to students at Norco College that have completed 2 or more Architecture (ARE) classes to inform you of some important program changes.

**Program changes:**

Starting next academic year, Norco College will be discontinuing our 27 unit Architecture certificate as well as our 60 unit Architecture AS degree. We will still be offering the 9 unit Architectural Graphics certificate as well as selected ARE courses that transfer to local 4-year universities.

**What will be offered in the future?:**

To help students in the middle of the program, and to assist you in your program planning, we will still offer ARE-24 and ARE-26 in Fall 2015; ARE-25 and ARE-35 in Spring 2016; and ARE-24 and ARE-36 in Fall 2016. After that, we will only offer ARE-24, ARE-36, and ARE-35 on a rotating basis. Additional ARE courses may be offered that transfer to local universities, or that count as general education requirements. Architecture classes can also be taken at other regional community colleges and transferred to Norco College to complete your program of study. Local colleges offering Architecture courses include: Citrus College, Chaffey College, Fullerton College, Mt. San Antonio College, and San Bernardino Valley College.

**Where can I go if I need help with educational planning?**

To discuss associate degree and certificate requirements, and to establish or revise your student educational plan, please make an appointment with a counselor. Counseling appointments are made online by going to [norcocollege.edu](http://norcocollege.edu) then clicking on "Counseling" and then clicking on "Make an Appointment". The Counseling Office is located on the second floor of the Student Success building.

**What was the process for deciding this?:**

This past fall, the Associated Students of Norco College as well as a number of our strategic planning committees discussed the potential discontinuation of 11 Career & Technical Education (CTE) certificate/degree programs – most of which are being replaced by other CTE programs. Norco College hosted a Public Hearing to discuss these programs, and then convened a Program Discontinuance Task Force in alignment with our district Administrative Procedure 4021 (Program Viability and Discontinuance). All fulltime faculty members in these disciplines unanimously support this action, and the Riverside Community College district Board of Trustees approved the discontinuation of these programs during their April 2015 Board meeting.

All of us at Norco College wish you the very best in your future educational and career endeavors. Please feel free to contact us with any questions you may have.

Carlos Garcia  
Faculty Lead, Architecture & Engineering

David Payan  
Counselor

Dr. Kevin Fleming  
Dean of Instruction, Career & Technical Education

## CTE Pathway Initiative: Career Readiness through Education and Strategic Training (CREST)

Norco College will be partnering with both Corona-Norco Unified School District (CNUSD), and Chaffey Joint Union High School District (CJUHSD) in a pilot CTE Pathway Initiative starting Fall 2105. Utilizing concurrent enrollment, we will be enrolling 15-20 high school students into 4 specific CTE pathway programs comprised of one section each, per term: 1) Audio Production: Game Audio, 2) Supply Chain Technology, 3) Game Art: Character Modeling, and 4) Mobile Application Development. We will schedule identified classes to begin after their school day; students will take one college class per term during their junior and senior years.

CNUSD and CJUHSD are excited to build true career pathways into Norco College and are in full support of this collaborative initiative. Each district will be hosting information sessions for sophomore students/parents at their district site this spring, which we will attend, to explain the multi-year pathway program and the associated fees (Health fee, books, parking, and Student Services). Their districts plan to make this a very elite, special process and plan to require an application for students to be eligible. This initiative will provide high school students with career-relevant skills, a pathway toward industry certifications, a college transcript early, and motivation to continue their education beyond high school.

Our CTE faculty are fully onboard; they see immense value in starting the pipeline of instruction early, helping to fill some of our low-enrolled classes, and developing a systemic pathway into Norco College in these emerging technology program areas. James Finley even said that the JFK students are consistently some of the most focused and diligent he has in his classes; and he welcomes a sprinkling of additional dedicated HS students into CTE classes. Moreover, both our academic affairs and student services divisions are working in tandem to ensure all the logistics and processes are properly in place. Note that all of this is perfectly aligned, and in preparation of, a successful \$12.8 Million grant award of the CA Career Pathways Trust grant (fingers still crossed).

My office will remain the point contact for both high school districts on this project and I'll coordinate the logistics between all our departments internally.

Kevin J., Fleming, Ph.D.  
Dean of Instruction, CTE

