

## MINUTES

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

October 21, 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\*)**

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)

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)

Monica Green (VP Student Services)

Siobhan Freitas (At-Large)

Suzie Schepler (ASNC-President)

Ruth Smith (Recorder)

- Absentees:

Beth Gomez (VP Business Services)

Ana Molina (Staff-Administrative Assistant II)

Diann Thursby (Staff-Account Services Clerk)

John Coverdale (CTE & Grants Advisory Rep)

- Guests: Carol Farrar, Shirley McGraw, Kris Anderson

#### Approval of Minutes:

Approval of Minutes for October 7, 2015.

**Motion by Jason Parks, second by David Mills to approve the minutes from the October 7, 2015 meeting with a correction to the start date of SSSP in Item I.B. and a spelling correction to Item II. - Open Hearing. Motion approved with three abstentions.**

## **I. Action Items:**

### **A. SSSP Plan – 2<sup>nd</sup> Reading (Monica Green)**

- Still waiting for Norco's allocation, due next Friday. There may be a due date extension to allow additional time to insert budget info that will be determined by the amount of the allocation. Current due date is October 30.
- Indicated that will be working closely with Student Equity.
- Reviewed the counselors that are being deployed to various areas.
- In the process of transitioning to front counter evaluation of transcripts.
- Part of the document includes the number of students that are affected by different areas of the plan.
- Reviewed highlighted areas of the distributed plan and any information that was changed since the last meeting. (see attached)

**Motion by Jason Parks, second by Peggy Campo to approve the SSSP Plan.  
Motion approved.**

### **B. APC Prioritized Faculty Hiring Requests (Jason Parks/Carol Farrar)**

- Followed the same approval procedure as previous years – Chairs rank with department input and meet as APC to discuss priority.
- Top four positions have been promised by the District \*\* English-Puente, Sociology, Psychology (personality/social/dev) and Math
- Process will include approval/review by Academic Senate next year.
- Ranking is a recommendation to the College President. He may deviate from the list, perhaps due to funding availability.
- These are all new positions – not replacement.
- Discussed policies for replacement due to retirement, non-renewal, etc.
- Current list is in effect for all faculty that will begin their position in fall 2016. Suggest to add clarification at the top of the list covering start dates for the positions. (Fall 16 to Spring 17)
- Discussed EOPS/care counselor and decision to rank at 15. Talked about possibility of changing process to distinguish between mandated positions and ranking of general positions.

**Motion by Peggy Campo, second by Greg Aycock to approve the APC  
Prioritized Faculty Hiring Requests list. Motion approved.**

## **II. Information Items:**

### **A. Annual Progress Report on Educational Master Plan Goals, Objectives and Dashboard Indicators (Greg Aycock)**

- Shared dashboard indicators for our Strategic Planning Goals.
- Requested that faculty review their corresponding section of the Annual Evaluation Report 2014-2015.
- These are 6 year cohorts.
- Explained “trend arrows” and what dictates their direction.

- Please share these indicators with your committees and let Greg know if there are any comments or changes. Will be posting to the website in the next two weeks.
- Suggested to include, in a column, the objective percentage for each item.
- Suggested for items that are not quantitative that we need to indicate “met” or “achieved”.

**B. Annual Evaluation Report (Greg Aycock)**

- Discussed the evaluation report that is posted on the website.
- Greg reminded us that the dialogue related to the report was robust during the Strategic Planning Retreat and has continued throughout the fall.
- Consider using the report during the upcoming fall Strategic Planning Retreat.

**C. Follow-up Report and Visit (Diane Dieckmeyer)**

- November 5-6 are the dates for the follow-up visit. Visiting team will be on campus on November 5 and at the District on November 6. Will be using CSS 216 as their meeting room. Norco will provide a continental breakfast and lunch. Their hotel accommodations will be at the Fairfield Hotel in Norco.
- Shared that the District responses to their recommendations are the same in all three college follow up reports.
- Probably will interview people in areas that pertain to Norco’s recommendations.

**D. Office 365 (Ruth Leal)**

- Shared that everyone will have more storage space. This is cloud based.
- Will start transition mid-November.
- There will be a change to the way you log-in.

**E. DSPC Update (Melissa Bader)**

- DBAC is committed to a timeline and process that will be more transparent. Will know ahead when things are happening. There is a restructure that will clarify the tasks of each committee.
- The District Offices and the District itself (of the colleges) often get confused. Working on clarification with referring to these two areas.
- Working on demographic information being available on the District website.
- Discussed migration to Office 365.
- Had a discussion about district equity between colleges.

**III. Open Hearing**

- No items.

**Adjourned** – 2:55 pm