

MINUTES

Institutional Strategic Planning Council (ISPC)

March 16, 2016

1:00 – 3:00 (ST 107)

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*)

Celia Brockenbrough (Library Faculty)

Chris Poole (Staff)

Beth Gomez (VP Business Services)

Barbara Moore (Transfer Faculty)

Tricia Hodawanus (Staff)

Jason Parks (Chair of Chairs – APC)

Robbie Bishara (ASNC)

Jim Thomas (CTE Faculty)

Peggy Campo (Academic Senate President)

Natalie Aceves (Staff)

Ana Molina (Staff)

Greg Aycock (Institutional Effectiveness)

Kevin Fleming (CTE)

Monic Green (VP Student Services)

Laurie Hankins (Recorder)

Guests: Shirley McGraw, Tim Wallstrom, Eric Betancourt, Stanley Tyler, Kris Anderson

Approval of Minutes

Approval of Minutes for March 2, 2016

Motion by Jim Thomas, second by Celia Brockenbrough to approve the minutes from the March 2, 2016 meeting. Motion approved with 3 abstentions.

Thanks was given to Debra Creswell for taking over since Ruth's retirement.

Welcome Laurie as our new recorder of the minutes.

I. Action Items

A. FTES Distribution Plan 2016-17- Melissa Bader

Motion by Peggy Campo, second by Celia Brockenbrough to approve the FTES Distribution Plan 2016-17

Committee reviewed the 2016-17 FTES Distribution plan.

16SUM	508.69	7.4%
16FAL	2993.34	43.8%
17WIN	500.23	7.3%
17SPR	<u>2830.46</u>	41.4%
	6832.72	

- Norco will increase the summer FTES by 110. Norco hit right on target but RIV and MV fell short. Arron Brown included 480 plus the 2.4% growth and 1% unfunded FTES in the overall district total. 400 of the 508 FTES needed to backfill will go towards last year's shortfall. The question was asked if we will get to keep the additional FTES? It is not certain at this point, but it is looking that way.
- Conversation at the District Enrollment Management meetings has been very robust.
- District-wide, we are currently behind our target. We need to step it up and use well thought out planning. Talked about using focused calling and emailing students that are already in the system but haven't registered for classes yet. Mark will make the effort to get people moving.
- Consider using banner ads on the website and utilizing social media.
- Instruction will take precedence when it comes to room use during summer. Look at JFK as an option for other activities.
- What is happening at other colleges is shifting and could strain us. We need to move to annual scheduling which would also allow for students to continue throughout the year. The Department Chairs are aware of the situation. Our biggest challenge is the ability to hire faculty to teach.
- Look back at last February. Tacking on random classes at the last minute is not strategic and leads to bad practices. The district plan is approved in February every year. At that time it is determined how many sections are offered each semester. Fall is the basis of all data. Fall is the heavy hitter. Contract fulfilment is dependent on the primary terms.
- The average class is about 5 FTES (an additional 500 FTES would equal about 100 new courses).
- We hope that by sharing this information you have a better understanding of the direction of the college. Approving this distribution list is the most reasonable decision.
- Great conversation!

Call for question: Motion carried

B. Kinesiology ADT-Tim Wallstrom

Motion by Jason Parks, seconded by Peggy Campo to approve Kinesology ADT

- Tim has been working closely with the college. All courses are currently in our catalog and on rotation.
- The KIN ADT is very popular with students.
- CIT all in place.
- Soccer or softball are currently under required courses for the KIN degree.
- Hoping for effective date of 2017.

Call for question: Motion carried

II. Information Items

A. **BSI Grant Update-Carol Farrar**

Attended conference in Clovis

Update Rescheduled

B. **Committee Reports**

a. **Technology Committee-Damon Nance, Ruth Leal, Shirley McGraw**

- Currently working towards all goals. (See report attached)
- Lynda.com is available to the faculty at Norco College for FREE.
- Committee is collaborating with the Distance Ed committee in presenting three Blackboard training workshops provided by Open Campus on March 16, April 4 and May 11 in the Professional Development Center.
- District Information Technology Audit is done
- Micro Computer Support was decentralized in summer 2015 Shirley McGraw has joined the committee and will take over for Damon.

The hard work of the Technology Committee is recognized.

b. **Legacy Committee-Eric Betancourt**

- Currently working towards all goals-(see report attached)
- Committee continues to identify ways in which it can help students feel that our college is inclusive. Upcoming “Day of Inclusiveness” is scheduled for April 21 11:00am-1:00pm.
- Student Services is looking at bringing in an outside provider that will include a “campus climate survey”. Working with Institutional Effectiveness/Student Equity to implement.
- Committee needs to be more representative of all areas of the college, including Business Services. Beth will work on this aspect.
- Sponsored competition for students to create a 30-60 second video about what diversity means to them. Winning video will replace old one currently used.
- New “Legacy Tree” was planted outside the east entrance to the Student Services Building to symbolize Norco College’s commitment to diversity.
- Time line for developing new logo for the committee to use on brochures, materials and sponsored events has been extended.

- Considering CSS as location for new unisex bathroom bringing the total to 4.

C. IEPI-Goal Indicators Framework-Greg Aycock

- Form was reviewed on-line
- Last year was the first year of IEPI. Looked at one outcome. Now encouraging us to do more. Framework now consists of 22 indicators.
- First nine come from the district.
- Six year cohorts won't have date until 15/16. 2010-2015 will be zero.
- Issue is how to report on goals without the data. Need to set goals.
- Greg recommends we report out on all indicators. "Optional" is not really available. Riverside and Moreno Valley are reporting on all indicators.
- #15 is required.
- #18 will be grossly underreported by the Chancellors Office.
- Transfer information is reported by birthdate and name.
- Must publically post goal framework for Norco only.
- Teresa Tennant would like to be able to access on our website.
- Two approaches for setting targets were discussed
 - a. Align with strategic planning Goals
 - b. Align with ISS Methodology
- Could we design a ½ below-1 full standard deviation to show aspirational goals?
- ISPC recommends the methodology that corresponds aligns with our strategic planning goals.
- Eventually IEPI goals will be part of our planning goals. Don't change ISPC goals right now. Wait until 2018 when they are due.

Good conversation and input.

D. DSPS Update-Ruth Leal

- Looked at Riverside Masterplan. Marketing is very important. Discussion is ongoing. There is a public relations push.
- Creating a marketing plan takes time. If we wait for the district to decide we will be behind. How do we push forward?
- Chaffee grew by 9% due to advertising.
- Reminder- election of faculty and staff chairs takes place in April. Nominated from within. Talk to current chairs to discuss positions.

III. Open Hearing

- District email is being monitored and screened for our own safety. Looking for flagged wording. It is considered district property.
- The possibility of a pedestrian walkway to the STEM center was discussed.

- BOG is upon us. Process is changing at the state level. Working on an appeals process. System changes will have a huge impact on Student Services. Over 60% of our students are on BOG waivers.

Meeting adjourned at 2:45pm

Next meeting April 6, 2016 1:00-3:00pm ST-107