

MINUTES

Institutional Strategic Planning Council (ISPC)

April 6, 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)

David Mills (Basic Skills Faculty)

Barbara Moore (Transfer Faculty)

Mark DeAsis (Dean of Admissions and Records)

Tricia Hodawanus (Staff)

Suzie Schepler (ASNC President)

Natalie Aceves (Staff)

Greg Aycock (Institutional Effectiveness)

Kevin Fleming (CTE)

Monic Green (VP Student Services)

Siobhan Freitas (At Large)

Laurie Hankins (Recorder)

Absent

Beth Gomez (VP Business Services)

Jason Parks (Chair of Chairs – APC)

Jim Thomas (CTE Faculty)

Peggy Campo (Academic Senate President)

Ana Molina (Staff)

Guests: Carol Farrar, KoJi Uesugi, Kris Anderson, Mark Hartley,

Approval of Minutes

Approval of Minutes for March 16, 2016

Motion by Greg Aycock, second by Monica Green to approve the minutes from the March 16, 2016 meeting with corrections: Attendee/Guest list. Motion approved with 3 abstentions.

Welcome Tricia Hodawanus as new Staff Representative

I. Action Items

A. IEPI Goals Framework – (Greg Aycock)

Motion by Barbara Moore, second by David Mills to approve the IEPI Targets 2016

What We Decided Last Time:

- Going to provide one-year (2016-17) and six-year (2021-22) targets for all college indicators (8-22)
- Methodology for setting targets is to align with strategic planning goals
- Present at today's meeting the IEPI indicators with targets for approval
- Post goals and targets on the Norco College website (presently only on the district website)

Discussed today: Summary attached

- Completion Rate (#8, 9 & 10)
- Remedial Rate (#11, 12 & 13)
- Career Technical Education (CTE) Rate (#14)
- Successful Course Completion (#15)
- Completion of Degrees, Certificates and Transfer (#16, 17 & 18)
- Accreditation Status (#19)
- Full-Time Equivalent Students (#20)
- College Choice Indicators (#21 & 22)

Call for question: Motion carried

B. Nominations for faculty/staff Chairs (Diane Dieckmeyer)

Motion by Dr. Dieckmeyer to approve nomination for faculty/staff chairs – Greg Aycock, seconded by David Mills.

Historically done as an action item with paper vote done at next meeting.

- Vote will be held May 4, 2016
- Melissa Bader nominated by Peggy Campo- Accepted
- Ruth Leal nominated by Monica Green- Accepted

Call for question: Motion carried with 2 abstentions

II. Information Items

A. Report on ACCJC Annual Report (Diane Dieckmeyer)

Dr. Dieckmeyer thanked the many folks that contributed to this year's report.

- Our last annual report contained some troublesome data regarding assessment and we were placed on special monitoring. The current report will be measured against last year's report.
- Report reviewed. #10 changed (Distance Education), Set standard is the floor. Do not go below. Methodology for ISS is ½ below.

- Courses-thank you for cleaning up work in catalog. It was a huge amount of work, but the work paid off.
- Dramatic increase in %
- Student Services 100%
- GE assessment very strong
- Lots of change at the state level ACCJC
- Report can be found on our website About Us → Office of the President → Accreditation → Reports and Letters.
-

B. Pathway to Basic Skills Completion Grant (Carol Farrar)

- \$60,000,000 (state-wide) one time money
- January 21, 2016 RFA released
- February 11, 2016 - Dr. Farrar, Dr. Parks & Melissa Bader attended workshop in Clovis, CA. Workshop was very inspirational
- February 17, 2016 Dr. Farrar, Dr. Parks, Melissa Bader and Peggy Campo attended conference in Bakersfield, CA -Redesigning Community Colleges
- English and Math shared information with their disciplines and put together a plan that is integrated with other programs.
- February 24, 2016 took tentative proposal to the Grants Committee.
- March 16 placed on agenda
- March 25, 2016 Application due date
- March 29-30, 2016 award process
- Project Goals: Multiple measures in assessment and placement, acceleration of basic skills in English and math, K-12 partnership.
- April notification - NORCO + 42 institutions were funded (RIV, MV included), another 22 institutions were eligible but not funded. Norco asked for 1.3 million over 3 years but the final amount has not been determined.
- Possible use of funds includes: (this is not an all-inclusive list)
Professional development-English instructor will need specialized instruction, researcher, additional administrative support, reassign time for faculty, IDS support, multiple measures support, augmented support.
- May 2016 BoG vote
- July 2016 Grant begins
- June 2019 Grant ends
- June 30, 2021 Reporting concludes

Thanks to everyone involved:

- Faculty support
- VP support
- Institutional Effectiveness support
- Grants support,
- District grants office support

C. District Enrollment Management Update (Melissa Bader)

1. Marketing the College

- Still some concern about 2016/1016. Need to have a robust summer. Norco did a great job preparing.
- Fall 3700 dropped for nonpayment. 2/3 reenrolled in at least one class. More detailed information has been requested.
- It is very possible that they will return to the old policy. Look at changes to student success.
- Payment plan for students is being considered.
- What is the impact on financial aid?
- B o G waiver not discussed

D. Committee Reports:

1. Student Success Committee – Monica Green

Dr. Green reviewed the attached Student Success Committee Report dated April 2016. It is a collaborative effort to support our students.

- Committee meets on the 2nd and 4th Monday of the month.
- The Student Success Committee is linked to 17 of the 44 strategic objectives.
- 16SPR Student Success Committee retreat will focus on defining student success. The exemplary work done by the Student Success Committee was noted.
- Committee is asking for input/recommendations by the ISPC. Chairs and Greg to discuss. ISPC will have conversation on how to help the committee.

2. ASNC – Suzie Schepler

Work currently being done to address goals was presented by ASNC:

- Goal 2
Working on implementing intermural sports e-sports and sand volleyball (team environment)
Day of inclusivity
Read to Succeed – DRC
- Goal 4
Community environment
Float for City of Norco Parade (faculty/staff/administrators)
Adopting section of City of Norco horse trail.
Kevin Bash-intense interest in College. Wants to be involved.
ISPC would like for Suzie to take back to the ASNC that the upper level in the Center for Student Success is amazing. Scholarly & collaborative.
Congratulations to Suzi for being chosen as the 2016 commencement speaker!

III. Open Hearing

- Admissions and Records adding ability to send transcripts electronically effective April 19, 2016.

- Silent art auction May 3, 2016 upper CSS Lounge. See banner on our homepage. Student artwork portraying elements of Norco College. Minimum bid \$100, with increments of \$20. 50% of money goes to the artist, 50% goes towards scholarships. Entry form is on line. There is a “buy it now option” for \$250.
- ASNC will purchase \$1000 in art.
- Foster Youth Walk May 3. Various student experiences/stories. Thank you ASNC for promoting and supporting the Foster Youth.

Meeting adjourned at 2:48pm

Next meeting April 20, 2016 1:00-3:00pm ST-107

IEPI TARGETS 2016

Norco College

What We Decided Last Time

- Going to provide one-year (2016-17) and six-year (2021-22) targets for all college indicators (8-22)
- Methodology for setting targets is to align with strategic planning goals
- Next ISPC meeting (today), present the IEPI indicators with targets for approval
- Will post IEPI goals and targets on the Norco College website (presently only on the district website)

Completion Rate

- Percentage of students in a cohort who complete a degree, certificate, or transfer-related outcome within 6 years
- Based on Student Progress and Attainment Rate (SPAR) Cohort
 - First-time college student
 - In first three years:
 - Attempted an English or math course
 - Completed 6 units
 - Strategic Planning Methodology: 10% increase from base year over 6 years

		2014-15	1-YEAR TARGET	6-YEAR TARGET
#8	College-Prepared	70.9%	71.7%	78.0%
#9	Unprepared for College	44.9%	45.6%	49.4%
#10	Overall	46.6%	47.4%	51.3%

Remedial Rate

- Percentage of students in English, math, or ESL starting below transfer level that successfully complete a transfer level course in (or related to) that discipline within six years.
- Similar to “Pipeline Completion” in strategic planning goals
- Strategic Planning Methodology: 10% increase from base year over 6 years

		2014-15	1-YEAR TARGET	6-YEAR TARGET
#11	Math	15.6%	15.9%	17.2%
#12	English	38.4%	39.0%	42.2%
#13	ESL	17.4%	17.7%	19.1%

Career Technical Education (CTE) Rate

- Percentage of students in a cohort who complete a degree, certificate, or transfer-related outcome within 6 years
- Cohort is CTE Version of SPAR
 - First-time college student
 - In first three years:
 - completed 8 or more units in CTE courses
 - 8 or more units must be within one discipline
- Strategic Planning Methodology (Completion-SPAR): 10% increase from base year over 6 years

		2014-15	1-YEAR TARGET	6-YEAR TARGET
#14	CTE Rate	53.9%	54.8%	59.3%

Successful Course Completion

- Percentage of Fall term credit course enrollments where student earned a grade of C (or equivalent) or better
- This was our only required indicator last year and is one of two required indicators this year
- Strategic Planning Methodology: 5% increase from base year over 6 years

		2014-15	1-YEAR TARGET	6-YEAR TARGET
#15	Successful Course Completion (Fall)	67.6%	68.0%	70.1%

Completion of Degrees, Certificates, and Transfer

- The number of associate degrees, Chancellor’s Office approved certificates, and students who transfer to a four year institution within the academic year.
- There is not an exact match to strategic planning goals—closest is our degree, certificate, and transfer rates in Goal 1.
- Strategic Planning Methodology: 10% increase from base year over 6 years.

		2014-15	1-YEAR TARGET	6-YEAR TARGET
#16	Degrees	819	833	901
#17	Certificates	142	144	156
#18	Transfer (FYI-no goals)	N/A	N/A	N/A

Accreditation Status

- Another required indicator
- 13 different status labels ranging from Fully Accredited-No Action (FA-N) to Fully Accredited-Pending Termination (FA-PT)

		2014-15	1-YEAR TARGET	6-YEAR TARGET
#19	Accreditation Status	FA-N	FA-N	FA-N

Full-Time Equivalent Students

- Annual
- College Fiscal Viability Indicator
- Methodology: 2% increase per year (hard to predict)

		2014-15	1-YEAR TARGET	6-YEAR TARGET
#20	FTES	6401.4	6529.4	7209.0

College Choice Indicators

- Indicator #21: College Choice Student Achievement-Required
 - College must set a goal focused on unprepared students or basic skills students from indicators 9, 11, 12, or 13 above—DONE!
- Indicator #22: Optional College Choice
 - College may self-identify an indicator related to any topic. Briefly explain the indicator and provide short-term and long-term goals. Goals must be presented as counts, percentages, or rates.

NORCO COLLEGE IEPI TARGETS 2016

AREA	Indicator	Indicator Title	Base Year 1-Year 6-Year		
			(14-15)	Target	Target
Completion Rate	#8	College-Prepared	70.9%	71.7%	78.0%
	#9	Unprepared for College	44.9%	45.6%	49.4%
	#10	Overall	46.6%	47.4%	51.3%
Remedial Rate	#11	Math	15.6%	15.9%	17.2%
	#12	English	38.4%	39.0%	42.2%
	#13	ESL	17.4%	17.7%	19.1%
CTE Rate	#14	CTE Rate	53.9%	54.8%	59.3%
Success	#15	Successful Course Completion (Fall)	67.6%	68.0%	70.1%
Completion #	#16	Degrees	819	833	901
	#17	Certificates	142	144	156
	#18	Transfer	N/A	N/A	N/A
Accreditation	#19	Accreditation Status	FA-N	FA-N	FA-N
FTEs	#20	FTEs	6401.4	6529.4	7209
College Choice	#21	Student Achievement (See 9, 11, 12 or 13)	N/A	N/A	N/A
	#22	Optional	N/A	N/A	N/A

STUDENT SUCCESS COMMITTEE REPORT

April 2016

COMMITTEE STATEMENT OF PURPOSE

Through the integrated efforts of academic and student services, the Student Success Committee supports all students in achieving their stated educational goals by responding to evolving student academic needs. The committee engages in research, analysis, dialogue and implementation of initiatives to ensure college access and improve student success.

STRATEGIC GOALS AND OBJECTIVES THAT APPLY TO THIS COMMITTEE:

The Student Success Committee is linked to 17 of the 44 strategic objectives within four of seven strategic goals. Last year, the committee brainstormed activities related to all 17 objectives. Due to the breadth of activities, the committee ranked the activities of importance and this year is currently working on the top five or so activities within each goal. The following is the progress made on the top activities within each goal.

GOAL 1: INCREASE STUDENT ACHIEVEMENT AND SUCCESS

- Objective 1: Improve transfer preparedness (completes 60 transferable units with a 2.0 GPA or higher).**
- Objective 2: Improve transfer rate by 10% over 5 years.**
- Objective 3: Increase the percentage of basic skills students who complete the basic skills pipeline by supporting the development of alternatives to traditional basic skills curriculum.**
- Objective 4: Improve persistence rates by 5% over 5 years (fall-spring; fall-fall).**
- Objective 5: Increase completion rate of degrees and certificates over 6 years.**
- Objective 6: Increase success and retention rates.**
- Objective 7: Increase percentage of students who complete 15 units, 30 units, 60 units.**
- Objective 8: Increase the percentage of students who begin addressing basic skills needs in their first year.**
- Objective 10: Increase course completion, certificate and degree completion, and transfer rates of underrepresented students.**

ACTION PLANS

Activity	Contact(s)	Updates
Identify and contact students with 30 transferable units	Patti Brusca, Natalie Aceves, Marissa Iliscupidez	Report requested 3/19/15. Mnemonic created and Natalie has rights to run report. Natalie drafted the verbiage for email. Emails will be sent out annually in the winter
Summer Advantage	Monica Green	Annual report posted on Institutional Research web page.
Increase guidance prior to assessment test by modifying the	Patti Brusca, Koji Uesugi, Counseling	Dec. 18, 2016 completed. As of 2/21/16, 454 students completed new orientation: Dec 3; Jan 281; Feb 170

order of Orientation/ Assessment/Counseling		
Address success rate within acceleration courses (ENG80 & MAT65) by providing additional academic student support	Andres Elizalde , Jason Parks, Gustavo Ocegüera, Emile Bradshaw	16SPR <ul style="list-style-type: none"> • ENG 80 Embedded tutors in one class and one class without • Embedded tutors in multiple MAT courses for T3P courses • Tutors in Upper Lounge • MAT52, 35, 65 Fall, Winter, Spring embedded tutors Classroom Assisted Tutors (CAT) (Caitlin)
EAP – data analysis and possible institutionalization	Monica	In progress 16SPR – Districtwide workgroup being formed

GOAL 2: IMPROVE THE QUALITY OF STUDENT LIFE

Objective 1: Increase student engagement (faculty and student interaction, active learning, student effort, support for learners).

Objective 6: Increase current students' awareness about college resources dedicated to student success.

ACTION PLANS

Activity	Contact(s)	Updates
Culturally-relevant professional development training to understand our student population	Gustavo Ocegüera, Monica Green	RP Group training in 15SUM 15FAL Read to Succeed Flex Day with Dr. Joy DeGruy Student Equity plan addresses this activity to support ongoing efforts
Research what “college hour” has become... establish what it should be (may lead to new Policy change)	Mark Hartley, Peggy Campo	Determine best course of action to research college hour and report back to SSC in 16FAL
Increase community events and workshops on campus	SSC Committee	15SPR <ul style="list-style-type: none"> • Take Back the Night • ACE Student Graduation • Foster Youth event 15FAL <ul style="list-style-type: none"> • Welcome Day • Veterans Entrepreneurial Conference • Foster Youth College Bound Day • Soroptimist – Dream It, Be It event

		16SPR CTE Advisory Breakfast, May 2016 > UB Saturday Parent Academies – 4 per year > Annual Education Day with Corona Chamber of Commerce
Focus on ways to encourage/require fulltime enrollment	SSC Co-Chairs	16SPR Request trend data from Institutional Research. Review data at SSC meeting to determine appropriate action based upon data.
Scheduling – early bird, afternoon, evening tracks	Carol Farrar	Take to APC to explore viable options for implementation.

GOAL 3: INCREASE STUDENT ACCESS

Objective 1: Increase percentage of students who declare an educational goal.

Objective 2: Increase percentage of new students who develop an educational plan.

Objective 3: Increase percentage of continuing students who develop an educational plan.

Objective 4: Ensure the distribution of our student population is reflective of the communities we serve.

Objective 5: Reduce scheduling conflicts that negatively impact student completion of degrees and programs.

ACTION PLANS

Activity	Contact(s)	Updates
SEP Classroom Outreach (aka "SEP Marathon)	Marissa Iliscupidez	Pre/post data compiled for 2 classroom outreach so far; 3/30 & 4/8. Trying to schedule at least 3 more before end of semester. Counseling to report out in Spring (May) of implementation of these areas. 1. Presented to 2 BSI classrooms visited in Spring 2015. Total number of students: 56 90% answered questions correct on Pre-Assessment 100% answered questions correct on Post-Assessment

		<p>2. BSI classroom visits to promote counseling services: 152 out of 291 students (52%) made a follow-up appointment</p>
SEP Workshops for students	Marissa Iliscupidez	<p>Did not offer generalized SEP workshops to students (Program Specific, ADT, AOE). Need to move to 2015-16.</p> <p>2015-2016: Zina is working with the ACE program to do SEP workshops</p>
Group Counseling in classrooms (SEP development)	Marissa Iliscupidez	<p>Worked with Construction Faculty member. Offered SEP workshops in 4 Construction Technology sections. SEP workshops conducted in 4 of 6 sections of ENG 80; Remaining 2 sections have been scheduled for SEP workshops in May. GUI 47 section scheduled for May. Counseling to report out in Spring (May) of implementation of these areas.</p> <p>5 SEP in the classroom Workshops were facilitated in Spring 2015</p> <p>(4 Construction sections and one section of Guidance)</p> <p>SEP workshops conducted in all 6 sections of ENG 80 in Spring 2015. 112 out of 130 (86%) students received an SEP.</p>
Expanded Online Counseling (Preptalk)	Marissa Iliscupidez	<p>Nine (9) online workshops offered in 15SPR. Appointments available to students enrolled in fully online. Need to increase awareness of this service to online students as it is being under-utilized. Sent email to all DE instructors. Will send email to DE students the week of April 27. Counseling to report out in Spring (May) of implementation of these areas.</p>

		<p>Emails sent to DE instructors and DE students regarding availability of online appointments and online workshops.</p> <p>During the 2014-15 academic year only 98 online counseling appointments were scheduled. Show rate was 33.6%.</p> <p>Great turn out for online workshops. Spring 2016 workshop dates will be published soon.</p>
Monitor distribution of student population served annually	Gustavo Ocegüera	<p>Request report from Institutional Research of 14/15 student population served compared to our community. Report completed in 16SPR and reported out to Student Success Committee.</p>

GOAL 4: CREATE EFFECTIVE COMMUNITY PARTNERSHIPS

Objective 1: Increase the number of students who participate in summer bridge programs or boot camps.

ACTION PLANS

Activity	Contact(s)	Updates
Summer Advantage	Monica Green	Annual report posted on Institutional Research web page.

HOW DOES THE COMMITTEE ALIGN WITH NORCO'S COLLEGE MISSION?

- The committee and mission are aligned in support of foundation skill development, career and technical education, certificates and degree attainment, and transfer.
- The committee seeks to support student in their pursuit of their educational goals.
- The committee promotes collaboration through the integrated efforts of academic and student services.
- The committee encourages an inclusive, innovative approach to learning through research analysis, dialogue, and initiative implementation.
- The committee contributes to the development and implementation of the College's Student Equity Plan, Student Success & Support Program Plan, and Basic Skills Plan

supporting the mission to provide foundational skills and pathways for educational attainment.

CHANGES

- Defined committee membership
- 16SPR Student Success Committee retreat planned with one goal ~ develop a college wide definition of student success
- Considerable committee contribution to the development of the College's Student Equity and Student Success & Support Program Plans

ASSISTANCE NEEDED FROM ISPC

- Committee representation lacks two (2) vacant faculty positions (transfer & math)
- Guidance on the expectations of maintaining and consolidating action plans across committees and councils
- Guidance on how to measure whether we are making progress in our action planning

2015-2016 COMMITTEE MEMBERS:

- **Monica Green (Co-Chair), Vice President, Student Services**
 - **Patti Brusca (Co-Chair), Student Success & Support Program Assistant, Counseling**
 - **Andres Elizalde (Co-Chair), Associate Professor, English**
 - Elvira Abrica, Institutional Research Specialist, Institutional Effectiveness
 - Natalie Aceves, Educational Advisor, Transfer Center
 - Mejghan Ahmadi, Visiting Assistant Professor, Counseling
 - Greg Aycock, Dean, Institutional Effectiveness
 - Kimberly Bell, Learning Disabilities Specialist/Counselor, Disability Resource Center
 - Emile Bradshaw, Tutorial Services Technician, Tutorial Services
 - Peggy Campo, Associate Professor, Anatomy & Physiology
 - Sheri Cologgi, Administrative Assistant II, Student Financial Services
 - Mark DeAsis, Dean, Admissions & Records
 - Lilia Garcia, Placement Coordinator, Assessment Center
 - Monica Huizar, Educational Advisor, Counseling
 - Marissa Iliscupidez, Associate Professor, Counseling
 - Daniela McCarson, Assistant Dean, CalWORKs & Special Funded Programs
 - Damon Nance, Dean, Technology & Learning Resources
 - Gustavo Ocegüera, Dean, Grants & Student Equity Initiatives
 - Preeti Talwar, Associated Students, Norco College, Student
 - Koji Uesugi, Dean of Student Services
 - Paul Van Hulle, Associate Professor, Manufacturing Technology
 - VACANT, Basic Skills, Math Faculty Representative
 - VACANT, Transfer, Faculty Representative
- (Tanya Wilson, recorder)*