

Institutional Strategic Planning Council (ISPC)
MINUTES
October 19, 2016

Members

Ruth Leal (Staff-Instructional Production Specialist *ISPC Chair*)
Melissa Bader (Faculty Rep to District EMTF *ISPC Chair*)
Diane Dieckmeyer (VP Academic Affairs *ISPC Chair*)
Greg Aycock (Institutional Effectiveness)
Chris Poole (Staff)
Emile Bradshaw (Staff)
Monica Esparza (Staff)
Jason Parks (Chair of Chairs-APC)
Mark DeAsis (Dean of Admissions and Records)
Mitzi Sloniger (Faculty)
Peggy Campo (Academic Senate President)
Beth Gomez (VP Business Services)
Arlene Cordova (ASNC)
Gail Zwart

Absent

Celia Brockenbrough (Library Faculty)
Jim Thomas (CTE Faculty)
Leona Crawford (Staff)
Mark Lewis (Faculty)
Barbara Moore (Faculty)

Guests:

Jesse Lopez
Daniel Landin
Kris Anderson
Paul VanHulle
Shirley McGraw
Lilia Garcia
Eric Betancourt (Veterans)

Meeting called to order at 1:05 p.m.

Approval of Minutes

- Approval of Minutes from September 21, 2016
Motion to approve: Gail Zwart/Mark DeAsis. One abstention.

- Ruth Leal: Corrections to minutes- Some staff showing as absent but are no longer on committee:
 - Tricia Hodowanus (staff)
 - Natalie Aceves (staff)
 - Ana Molina (staff)
 - David Mills
 - Robbie Bishara

I. Action Items:

A. Construction Management Certificate/A.S Degree (Jim Thomas)

Motion to accept: Beth Gomez/Peggy Campo

- Gail Zwart presented for Jim Thomas.
- This is in response to a grant Norco College received several years ago, to write construction management curriculum.
- Most of the classes are already offered at Norco College, but they are being reconfigured into a different certificate. No new classes will be added.
- Things that have to be amended, that Jim is aware of, are two learning objectives that have to be rewritten.
- This has been passed within the department, and has also been sent to APC and discussed in APC.
- It is a repackaging of things we already offer to meet the guidelines for this grant.
- Conceptual approval since SLO's were not correct.

Discussion:

- Under APC, it had added some electrician classes that we already offer to allow them to combine together with our other Construction Technology Certificates in order to include electricians.
- Anticipated to be offered next fall.
- Currently undergoing the approval process to be included in the catalog.

Motion/Second/Carried (MSC)

B. Facilitates Maintenance Certificate (Jesse Lopez, Paul VanHulle)

Motion to accept: Jason Parks/Gail Zwart -Handouts of TAC grant initiative to increase advanced manufacturing opportunities and programs for the manufacturing department. All tied to the ACE program and TAC funding program.

- This is a very introductory certificate that builds up on other certificates that are involved with the program, such as the industrial maintenance certificate.
- We are finding that many students coming in have never used a wrench.

- We are teaching both, lower and higher level stuff, to gain knowledge with blueprint reading, troubleshooting, productive maintenance, on and on which will help them prepare for a job.
- Facilities maintenance, as a maintenance technician is really important for our industry. It's important that we get folks that can maintain machinery and plants in all places of work.
- Offering great classes: Hydraulics automatics, blueprint reading, most important for the industry are fundamentals of tooling and fundamentals of maintenance.
- Fundamentals of Tooling and Fundamentals of Maintenance are new. It shows the industry advisory council meeting that many of our industries need this.
 - Yellow form: Data received from center of excellence. It's additional information that supports this particular occupation as expected to grow. It lists maintenance as one of the fastest growing occupations in this area.
- Although we already have an industrial automation program, it is very different from the maintenance program. This is focused more on apartment maintenance, hospitality maintenance and any of the non-automated warehouse's enabler.
 - This program is supported by the discipline, the department, APC and the Senate. We are hoping to get an approval from ISPC.
 - In the new course, Paul did add for the introductory to the industrial facilities maintenance that does have curriculum pertaining to plumbing, but there is not a separate plumbing course
 - Lab Component: The majority of classes have some sort of lab: Hydraulics Automatics Systems, National Electric Code, Fundamentals of Tooling, and Fundamentals of Maintenance. Electric Theory only has a lecture, and Technical Communications and Math for Engineering and Trigonometry do not have labs. Hours: 36 hours lecture 54 hours lab for both classes.
 - In addition to the labs built into this program, part of the TAC grant has allocated over \$50,000 for supplies and equipment that is approved to be used to support the labs hopefully in the fall of 2017.
 - Storage Plan-we would want to expand the storage capacity of the CACT. These classes are proposed to be offered in the CACT since we do have access to the outdoor area. A lot of the venting has to be done outside in the open air. The large shed that we have been organizing, would be expanded.
 - Could our own facilities do a hands-on internship? Yes, with the approval of our VP of Business Services.

MSC

C. Midterm Report 2nd (Final) Reading (Diane Dieckmeyer, Kris Anderson)

Motion to accept: Jason Parks/Greg Aycok –Additions were made to this second and final reading.

- Addition of signature page and there are names attached which shows accountability
- Page 17-18, added a trends analysis, more conversation about this in the senate and ISPC.
- ACCJC added a trends analysis of the last three annual reports.
 - Dr. Dieckmeyer submits these annual reports every year that include data on head count, FTS and graduation numbers. The VP of Business Services, Beth Gomez also submits an annual fiscal report.
 - We did do our best without having any model to follow.
 - We found in our research that only one college had attempted to do a thorough report, and another college that's done something that maybe could've been construed as responding to the report.
 - After completing this, we think that we could've added a few things, but nothing of significant change.
 - It will be reformatted to add a reference to the institution set standards.
- A concern was brought forward about the drastic change in number of students transferring to four year college institutions in 2013-2016 from 1800 to 400.
 - According to Dr. Aycock, the metric makes no sense because numbers aren't going to tell you anything; however, rates are going to tell you whether or not we are seeing movements. This is volume, which tells you nothing about how the institution is doing. The metric of number of students was already set, but it's meaningless. Such a dip warrants an explanation from 2013-2014.
 - This data was reported in 2014, but since then, we have submitted two other reports and there hasn't been any question about it; what they want us to do is to respond to the trends to get a hypothesis.
 - ✓ Explanation for these numbers: Dr. Aycock stated that back in 2014, nobody knew that they went to Norco College so when they would go report out where you are coming, from they would say RCC. That's how the Cal State's and UC's identify what the transferring institution is. We created a definition for transfer in 2014.
 - Kris Anderson stated that the reason for the reformatting is due to a previous discussion as to how numbers were accounted for based on different definitions, in some cases. It would make it easier to analyze data if we changed questions. If we can get together with Greg to discuss it.
 - Those bullets have made an attempt to respond to some of the trends.
 - For presentation purposes, maybe it would make it easier to number 1-10 and respond to the bullet points because it would be easier to make that correlation.
 - Gail was concerned about a drop, from 46-28 in the last few years. It doesn't include anything under 18 units. We rely on Kevin for these numbers. We have seen a drop in certificate completion, but have seen an increase in ADT completion. It will be reviewed further with Greg.
- We also added the other request made to have a chart for our Actionable Improvement Plans (AIP's).

- This summarizes our narratives; the chart emphasizes the planning process of the college that was used for fulfillment of each AIP.
- The chart serves us well because it's a quick look at each AIP and a nice, easy reminder of what the process was that we had taken.
- Additional changes: All of the evidence has been moved to the appendix, but it's still broken down and in the process of being numbered.

MSC

D. Revision of ISPC Membership (Ruth Leal)

Motion to approve: Emile Bradshaw/Peggy Campo

- The revisions that were made to ISPC membership gives more flexibility in its wording, to make changes as needed. However, the same number and configuration with Faculty, Admin, Staff and Student will remain the same.
 - Ex: Classified staff is not delineated by the area they are in; CSEA appoints five staff positions to represent.
 - Recommendation for changes: VP's of Business, VP's of Student Services and then you'll have two at large administrators.
 - Amend to say Executive Cabinet: under management appointments will be made by the presidents executive cabinet

MSC, 1 abstention

E. Photo of ISPC (ISPC Members)

- Postponed

II. Information Items:

A. Institution Set Standards Report (Greg Aycock)

- Are at a low point below which we are in danger for any kind of metric.
- As a reminder, we established that low point by looking at the five year or multiyear mean, and going half a standard deviation below that mean, that's when we are starting to look at the low point danger zone.
- If we have any measurements that fall below the Institutional Set Standards, the academic senate has set forward a procedural response to address these issues.
- Did we get anything below institutional set standards? Yes, but we have some ideas.
- Idea: We can address this if we can say that we are already addressing it with the work we've done in the completion initiative.
- Since ISS is already at the bottom, the idea is Institutional Intervention called Completion Initiative

B. District Strategic Planning Council Update (Melissa Bader)

- Met on September 16th, 2016

- Distance education open campus director: expect to see something and it's a big deal.
- We discussed the slowness of the internet; we are aware and working on it. Since we have a cloud based email system now, this is slowing down the internet. However, they are installing servers in Moreno Valley to alleviate the internet traffic.
- Update on the portal: The portal has not been implemented. They need a list of students for the pilot. Although Norco and RCC have sent theirs, Moreno Valley has not.
- We are continuing our marketing efforts to enroll students; our enrollment services are doing an amazing job.
- Norco College's number is still robust in comparison to the rest of the District who are down about 800 FTE'S.
- We need to discuss FTE numbers for the following year and whether we can get any back.
- Problem: Our neighboring colleges are growing by leaps because the students are all there. Are they enrolling earlier, or is it more attractive? What are they doing? How can we make enrollment better for the District? Our enrollment is in August, we have an application deadline, and they begin school earlier.
- Example: Arlene commented that some of her friends complained about the quality of programs offered in Moreno Valley, so instead they are attending Mt. SAC.
- Function Map: List of services provided; identifies primary or secondary services made about five years ago for accreditation.
- Request for a group of people to get together; senate was asked to supply a member for the function map.
- Will they verify which is true or to move to what makes sense in recommendation: identify what is still true or not and then make recommendations:
 - It doesn't make sense to not have all areas represented
 - It is determined by the Chancellor
 - All areas should be represented
 - We don't have a good student services representation
 - What is the percentage?
- Mail- Name Recognition: Norco has a large mailing area within its zip code. It was important to have pushed for college specific ones that do not say RCC on them, they also should be maroon.

III. Committee Reports:

A. Legacy Committee (Eric Betancourt, Gustavo Ocegueda, Lisa Nelson)

- We have made great changes and have planned a lot of activities for this fiscal year.
- The Legacy retreat was coordinated by Dr. Ocegueda; it was well attended and very productive.
- After reviewing our statement of purpose, we've decided to keep it the same.

- In regards to the set goals and objectives that apply to Norco College that our committee is performing is Goal 2, Objective 4: to increase the percentage of students who consider their college environment to be inclusive.
- Legacy has had a series of events throughout the years with different focuses, and this year we've decided that we are going to cluster our events:
 - We are clustering our events with a dual focus around every cluster. We would celebrate the arts that are appropriate to each thematic, but at the same time we would include some sort of teaching that would also push boundaries of comfort.
 - 3 day art to build momentum
 - Some of those events we are celebrating each month:
 - October: Hispanic Heritage month to which we had a speaker from the Cesar Chavez foundation and we also had dancers.
 - October: Celebrating Indigenous People
 - February: Celebrate Black History Month and Women's History Month
 - April: Celebrate Day of inclusiveness is our major event
 - May: Celebrate Pacific Islander and LGBT
- Objective 5: to decrease the percentage of students who experience unfair treatment based on diverse related activities, we are going to continue working on more inclusiveness and advocating for those who feel unfair treatment.
- Objective 7: There are two objectives we are trying to address: the need for us to implement a climate survey. After looking at different surveys, last year we developed a partnership with EAD consultants. They allowed us to use their climate survey we could as part of their services. After reviewing the survey, we found that it's not focused on issues of diversity, it was more about general wellness of staff and students to how they felt on campus and if they felt safe but also had questions about sexual misconduct.
- It wasn't quite the survey that we had talked about as a committee; the one we are interested in is more about diversity. The results of this survey has good information. Although we were able to add three questions to the survey, we are in the process of figuring out why we haven't received the results for the questions we asked that are more current about the college, giving us an insight about the general climate on campus
- We are still looking for another survey more focused on what we are looking for.
- By spring, we will have identified that survey.
- For objective 4, we are building a lot of networks. We are working with Puente, Umoja, Veterans, and Read 2 Succeed. We are trying to bridge our events with their events to build momentum.
- We are looking for creative ways to pull in different segments of our community to our events and get participation in the events.
- Action Plan Highlights: we are going to continue the legacy awards, we planted our diversity tree and we also have a new logo. We are very happy with our new logo. Our goal is for people to recognize our logo.

- Exciting news: Lisa Nelson is our new Tri-chair, we also have more staff and three students as part of our committee
- ISPC encouraged Legacy to connect with the Professional Development Committee

B. Technology Committee (Ruth Leal)

- Quick overview of things the committee is working on
- Goal 2: We currently looked at our technology plan and our process with our program review, we are working on an addendum to our technology strategic plan since our project is due at the end of 2016.
- We will bring the addendum to ISPC in the fall semester
- Faculty brought this to our attention in spring, we have a document called Norco College technology principles and guidelines, and it's our refresh plan that discusses our process and how we make recommendations for program review.
- They wanted to make sure there was language in there that said the departments and discipline would have input prior to any items being purchased to make sure the correct equipment was being purchased to meet the needs of the program or department. Since we didn't have that language, we've made that clarification.
- First Phase: Last year's program review requested for new computers to be purchased. Our first phase of our refresh plan has been completed.
- Next Phase: In spring, we made the 2nd recommendation for the next set of computers and equipment. To make sure our technology is updated, we added labs. We do intend to have classrooms done for 2017 program review cycle.
- Technology Survey: This survey was used as our basis whenever we are making recommendations. We had really good input this year. We had over 300 students and 37 staff and 54 faculty fill out the technology survey.
 - From 2015-2016, we've decided to keep the same questions to evaluate from year to year, but added additional open-ended questions.
 - Satisfaction with college computers decreased with Faculty and Staff but this is before the new computers were in. So we expect it to increase next year.
 - Faculty and Staff felt that there is sufficient technical support at Norco College
 - We review our technology survey and take into consideration the feedback. This is the basis to our recommendations.
 - Feedback from students: text notifications when class is cancelled, iPads in classrooms, charging stations, better Wi-Fi.

IV. Open Hearing

Meeting adjourned

RIVERSIDE COMMUNITY COLLEGE DISTRICT PROGRAM OUTLINE of RECORD

College: R___ M___ N_X__

TOPs Code: 0957

Construction Management

PROGRAM PREREQUISITE:

None.

SHORT DESCRIPTION of PROGRAM

This program generally prepares individuals to understand the people and principle phases involved in the management of construction projects. This program will introduce the skills required to effectively manage and supervise a construction team. This includes understanding the basics for estimating, scheduling, and controlling costs of a construction project. Completion of this program prepares students for gainful employment as a construction manager, foreman, construction area manager, construction superintendent, or construction project manager.

PROGRAM LEARNING OUTCOMES

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

1. Understand the people involved and the principle phases in the design of the construction process.
2. Apply the skills required to effectively manage and supervise a construction management team.
3. Understand the basics for estimating, scheduling, and controlling costs of construction projects.

Required Core Courses (18 Units)

		<u>Units</u>
CON 62	Blueprint Reading	3
CON 73	Project Planning for Site Construction	3
CON 74	Construction Estimating	3
CON 80	Construction Scheduling	3
ENE 27	Technical Communications	3
MAG 51	Elements of Supervision	3

Electives (6-7 units)

		<u>Units</u>
CON-63A	Uniform Building Codes and Operations	3
CON-64	Office Procedure and Field Inspection	3
CON-66	National Electrical Code	3
ELE-77	Electrical Theory	3
ELE 408	Transformer Theory, Leadership, Management, and Test Equipment	3.5
ELE 409	Electrician Specialty Systems	3.5
ELE 424	Intro to Digital Electronics & Signaling Devices	3.5
ELE 425	Management/Alarms/Codes/Circuits	3.5

Total Units:

24-25

Associate of Science Degree

The Associate of Science Degree in Construction Management will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

Current ISPC membership Guidelines

	Faculty	Staff	Admin	Student	Total
Academic Senate President	1				
Elected faculty rep at large	1				
Chair of Chairs	1				
Vice President/Student Services			1		
Vice President/Academic Services			1		
Vice President/ Business Services			1		
Library Faculty	1				
Dean of Student Success			1		
2 CTE Faculty (Grants Rep)	2				
Technology Staff		1			
Faculty Rep to District EMTF	1				
4 Classified Staff		4			
Transfer Faculty	1				
Basic Skills Faculty	1				
ASNC Rep (Student)				1	
Director of Enrollment Management			1		
	9	5	5	1	20

Faculty appointments will be made by the Academic Senate.

Staff appointments will be made by the CSEA and with supervisory approval.

ISPC members will serve a two year term. Terms will rotate to ensure stability.

Institutional Strategic Planning Council: The ISPC is the main coordinating body for all strategic planning at Norco College. The council's members represent all constituencies of the college and make recommendations to the college president after receiving institution-wide input. The ISPC's purpose is to ensure that all phases of planning and resource allocation at the college emanate from program review, have improvement of student learning as the highest priority, and are driven by the college mission and the educational master plan.

Proposed ISPC Membership (October 2016)

	Faculty	Staff	Admin	Student	Total
Academic Senate President	1				
6 Faculty Representatives	6				
Chair of Chairs	1				
Vice President, Academic Affairs			1		
Administrators			4		
Faculty Rep for District Enrollment Mgmt	1				
Classified Staff Representatives		5			
ASNC Student Representative				1	
	9	5	5	1	20

Faculty appointments will be made by the Academic Senate.

Staff appointments will be made by CSEA.

Management appointments will be made by the President's Cabinet.

Student appointment will be made by ASNC.

ISPC members will serve a two year term. Terms will rotate to ensure stability.

Institutional Strategic Planning Council: The ISPC is the main coordinating body for all strategic planning at Norco College. The council's members represent all constituencies of the college and make recommendations to the college president after receiving institution-wide input. The ISPC's purpose is to ensure that all phases of planning and resource allocation at the college emanate from program review, have improvement of student learning as the highest priority, and are driven by the college mission and the educational master plan.

RIVERSIDE COMMUNITY COLLEGE DISTRICT PROGRAM OUTLINE of RECORD

College: R___ M___ N_X__

TOPs Code: 0952.20

Facilities Maintenance

PROGRAM PREREQUISITE:

None.

DESCRIPTION of PROGRAM

Students will gain skills in: safety standards, technical math, blueprint reading, troubleshooting, preventative maintenance, drive components, lubrication, bearings, wiring methods, hydraulics, pneumatics, basic electricity, technical communication and more. Students will learn and apply maintenance methods to repair and maintain commercial or industrial machinery in buildings, in a plant or factory setting, and ensure the machines' proper functionality.

This program prepares students for jobs such as entry-level facility maintenance technician, field service technician, industrial maintenance technician, maintenance mechanic, or maintenance repair mechanic.

PROGRAM LEARNING OUTCOMES

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

- Demonstrate knowledge of maintenance techniques.
- Apply maintenance fundamentals to simulated and actual workplace applications.
- Recognize, identify, and describe the functions of hand and power tools.
- Troubleshoot and repair a given, complex configuration of maintenance equipment and create a thorough report, including necessary interactions with tools and safety standards.

Required Courses:

	Units
MAN-55: Occupational Safety and Health Administration (OSHA) Standards for General Industry	2
ELE/MAN-##: Fundamentals of Tooling and Test Equipment	2
ELE/MAN-##: Fundamentals of Maintenance	3
ELE/ENE-27: Technical Communications	3
ENE-51: Blueprint Reading	2
ELE/MAN-77: Electrical Theory	3
MAN-60: Hydraulic and Pneumatics Systems	3
ELE/CON-66: National Electrical Code	3
ENE 60: Math for Engineering Technology/Applied Industrial Math or	3
MAT 36: Trigonometry	4

Total Units:

24-25

Associate of Science Degree

The Associate of Science Degree in Facilities Maintenance will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.