

Institutional Strategic Planning Council
October 2, 2019
CSS-217 (1:00-3:00pm)
Minutes

Members Present: Kris Anderson, Greg Aycock, Melissa Bader (Faculty Co-Chair), Quinton Bemiller, Celia Brockenbrough, Michael Collins, Leona Crawford, Monica Esparza, Monica Green (Administrative Co-Chair), Ruth Leal (Staff Co-Chair), Sam Lee, Mark Lewis, Arezoo Marashi, David Mills, Bryan Medina (ASNC Rep.), Chris Poole

Members Absent: Mark Lewis, Barbara Moore

Guests Present: None.

Call to Order: 1:07pm

Approval of Minutes:

Approval of Minutes for September 18, 2019

MSC (Anderson/Aycock)

Corrections: None

Approved. No abstentions

Tri-Chair Report:

Mission, Vision, and Core Commitments

The committee discussed a lack of clarity in the approval process. ISPC approved of the mission statement as part of the Educational Master Plan. The item was then called out in the Committee of the Whole meeting for a final vote along with the Educational Master Plan. The committee further discussed whether the mission needs a separate approval outside of the Educational Master Plan. October 16 will be the first read of the revised Educational Master Plan. ISPC Co-Chairs will further discuss the Mission statement re-approval as a stand-alone item for Board approval. The committee continued discussion on how this should be reflected in the ISER, Sam Lee pointed to this discussion as evidence.

ISPC Norm Setting

The committee discussed norm setting, the following suggestions were made:

- ISPC members are aligned to a shared purpose and values that guide discussion
- Raise hands to signal a desire to speak
- Maintain an environment of authenticity
- Mutual respect
- Welcome collaboration
- Freedom of expression
- Consideration for the opinion of others
- Right to dissent
- Incorporate humor
- Recognize the importance of non-verbal communication
- Discourage sidebar conversations

- Encourage participation and engagement
- Active listening
- Recognize sound issues in CSS217 (eg. voices raised in order to be heard)
- Time issues, there is a lot of work to do, stay within the time limit, are we scheduling ourselves enough time?
- Revisit mission, want to keep the Norco-ness of the committee
- Avoid the reputation that ISPC is where good ideas go to die
- Need to clearly define what our process is so people know where to go first for Strategic Planning
- ISPC meetings – planning body, determine how the process runs, this is a group of constituent bodies around campus, learning experience to figure out how to fill the gaps. Set the tone for the institution at this meeting

ISPC Approval Process Procedure

Make clear on agenda 1st and 2nd read, Roberts Rules review for clear process, set college-wide standard.

ISPC Agenda Request Deadline

Wednesday before each ISPC meeting

I. Action Item:

A. District Strategic Plan (1st reading)

Monica Green shared that at DSPC the latest draft of the District Strategic Plan was reviewed, we have seen this before as an information item. Monica Green scanned through the plan noting sections that have been updated and what has remained the same.

The question was raised about why the service area map was removed. Monica Green thought it was included in the environmental scan.

B. Institutional Self-Evaluation Report (ISER) (1st reading)

Sam Lee and Kris Anderson informed the committee the ISER is near completion, we are still working on some sections and updating evidence. The emphasis of the ISER is on telling our story, this is where we are and how we do things as a college. They reviewed the components of the ISER: history, key initiatives since our last evaluation, student data and demographics, continued compliance with eligibility requirements and with commission policies and federal regulations, alignment to Standards, and Quality Focus Essay.

The co-chairs gave a brief overview of the four Standards noting accomplishments and improvements-in-progress, such as syllabus shell system, assessment, revision of the Curriculum Handbook, Guided Pathways, professional development, greater focus on equity, and communication with our community. The ISER will be brought back to the committee for a formal vote at the next meeting.

The committee thanked the accreditation co-chairs for their hard work.

Comments:

- Standard II.A.6 – Summer Advantage – 1 week not 2

II. Committee Reports

- A. None

III. Discussion Items:

A. Revised Educational Master Plan DRAFT

This was sent to Nor-all last week asking for feedback by the end of the week. The timeline is provided in the summary of changes document.

Monica Green reviewed the summary of changes most of which were made to ensure that those student transformation objectives are measurable as we assess, and evaluate our progress. The strategic work in regional and college transformation should result in moving the needle in strategic objectives in student transformation. Meeting the regional service needs as a backdrop for our planning and guideline for growth also remain the same.

B. Recommendation to establish a Rapid Resource Review Board (RRRB)

This item will be reviewed by the Grants Committee.

C. Technology Survey & Refresh Plan Phases

Reviewed surveys available online. Reviewed refresh plan phases for office computers and computer labs available online.

IV. Information Items:

A. Fall 2019 ISPC Retreat Planning - Friday, November 8, 9:00 am – 3:00 pm (Revised)

The proposed date is a conflict for several council members. The group agreed to meet on October 30 12:00-5:00pm as an extended workday meeting for strategic planning development with a request for a true retreat in the future.

B. Resource Request Procedure - workgroup update

Meeting on Friday at 1:30-4:30pm, classified staff added Leona Crawford to the workgroup.

C. District Strategic Planning Council Report

Reviewed the District Strategic Plan at the meeting allowing colleges to collaborate and provide recommended modifications.

V. Good of the order

- Request to take the proposed norms to the constituent group meetings for consistency throughout the college participatory governance.

Meeting adjourned: 3:06pm

Next meeting: October 16, 2019

Minutes submitted by Denise Terrazas