

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

April 4, 2012

1:00-3:00 (ST 107)

### **Attendees:**

- **Attendees:** Mark DeAsis, Diane Dieckmeyer, Gail Zwart, Sharon Crasnow, Jefferson Tiangco, Andy Aldasoro, Jason Rey, Monica Green, Joe Eckstein, Jim Thomas, Celia Brockenbrough, Rebecca Choy (ASNC), Melissa Bader, Mark Lewis, Laurens Thurman, Gail Zwart
- **Absentees:** Greg Aycock, Leona Crawford
- **Guests:** Debbie DiThomas, Carol Farrar, Trish Hodawanus, Dustin Winn (ASNC),

**Welcome:** - Dr. Dieckmeyer

**Approval of Minutes:** - Dr. Zwart

**Motion by Melissa Bader, second by Sharon Crasnow to approve the minutes for the March 21, 2012 meeting. Motion approved.**

### **I. Information Items:**

#### **A. Spring Retreat Information – Diane Dieckmeyer**

- Dr. Dieckmeyer thanked the committee for their quick responses regarding the retreat.
- She explained that there is a conflict with the CSEA meeting on April 27 until 1:30. Suggested options include holding the retreat on campus to eliminate drive time or we can look for another date.
- There was a suggestion to start the retreat a little later.
- Decision – do potluck and start at 2:00pm April 27. Retreat will be held at Dr. Dieckmeyer's home.
- Dr. Dieckmeyer will send the address and/or directions.

#### **B. Accreditation Steering Committee Update – Dr. Dieckmeyer**

- Arend and Dr. Dieckmeyer met with Dr. DiThomas to work on constructing an accreditation steering committee that will represent each committee in our new strategic planning process. Not yet finalized.
- Will have leads for the standards and will have other individuals that will work with them as a team.
- Leaders will have input from their entire committee. Important that people on the committees report back to their group.

#### **C. Enrollment Management Update – Melissa Bader**

- Recommendations were sent by the committee to the ISPC and forwarded to Dr. DiThomas. Those approved recommendations were shared at the APC meeting on Monday.
- Need to work out some logistic issues on how to meet the recommendations.

- APC had questions about the distribution and whether or not it was equitable? Overall comments from APC were good.
- This is difficult work and the committees should be commended. Remember to keep in mind the roll of the ISPC.
- Discussion on how to communicate on important issues such as the coordination of course offerings at each college. Suggestion to request District Strategic Planning Council to help with this type of issues.

**Motion by Sharon Crasnow, second by Jason Rey that the ISPC recommend to the district that the colleges move to yearlong scheduling. Motion unanimously approved.**

**D. Mission Statement Exercise – Dr. Green**

- Reviewed mission statement process that the council has been following.
- The plan is to complete a draft that will be shared with “norall” to gather everyone’s input/comments.
- Goal for today is a completed draft mission statement.
- Request to include rationale for revising mission statement when the new draft is shared with everyone.
- The council reviewed the four questions on the handout to make sure that the mission statement meets the requirements of Standard I.
  1. Does this statement define Norco College’s broad education purpose?
  2. Does this statement define our intended student population?
  3. Does this statement demonstrate to the reader, our commitment to achieving student learning?
  4. Does this statement demonstrate the uniqueness of Norco College (i.e. our character)?
- Trish will send final draft to Dr. Dieckmeyer. Suggest using a survey to collect comments on draft statement.

**Draft Mission Statement – Sent to Nor-all via SurveyMonkey**

"Norco College is a California Community College dedicated to the success and education of our students, community, and workforce. We are committed to access, diversity, and excellence for our students seeking transfer, career and technical education, and basic skills through innovative teaching, learning opportunities and emerging technologies."

**E. SWOT Exercise – Dr. Zwart**

- Committee completed dot exercise by selecting which opportunities they felt are Norco priorities.
- Reviewed how many votes each opportunity received. Information will be compiled and shared at the next meeting.

**F. Review/discuss the Outcomes of the “Weaknesses” Exercise – Dr. Zwart**

- Matched highest number weaknesses with one of Norco’s current five goals.
- Committee feels that there needs to be a better way to communicate with the whole college. Discussion on how to accomplish better communication.
- Discussed possibility of adding more Norco goals.

**II. Open Hearing**

**Adjourned – 3:00**

Putting the pieces of the formula together:

Who are we? + What do we stand for? + Who do we serve? + What do we do? + Where are we headed?  
= MISSION STATEMENT

Who Are We?	What Do We Stand For? (Our values)	Who Do We Serve?	What Do We Do?	Where Are We Headed? (Our vision & goals)
<ul style="list-style-type: none"> <li>Community College <b>10</b></li> <li>Educators <b>9</b></li> <li>Learning Institution <b>10</b></li> <li>Leaders and Innovators <b>8</b></li> </ul>	<ul style="list-style-type: none"> <li>Teaching &amp; Learning <b>10</b></li> <li>Access <b>7</b></li> <li>Opportunity <b>6</b></li> <li>Diversity <b>6</b></li> <li>Integrity <b>4</b></li> </ul>	<ul style="list-style-type: none"> <li>Students <b>15</b></li> <li>Community <b>11</b></li> <li>Workforce <b>8</b></li> <li>California <b>4</b></li> </ul>	<ul style="list-style-type: none"> <li>Teach <b>11</b></li> <li>Innovate <b>8</b></li> <li>Support <b>3</b></li> <li>Serve <b>4</b></li> <li>Work w/Industry <b>1</b></li> <li>(CTE)</li> <li>Listen <b>2</b></li> </ul>	<ul style="list-style-type: none"> <li>Student Success <b>10</b></li> <li>A More Educated Community and workforce <b>13</b></li> <li>Excellence <b>6</b></li> </ul>

**DRAFT:**

Norco College is a learning institution part of the California Community College system dedicated to student success and a more educated community and workforce. We are committed to access, diversity, and excellence for our students seeking transfer, Career & Technical Education, and basic skills through innovative teaching and learning opportunities.

**Standard I: Institutional Mission and Effectiveness**

**A. Mission**

The institution has a statement of mission that defines the institution's broad educational purposes, its intended student population, and its commitment to achieving student learning.

1. The institution establishes student learning programs and services aligned with its purposes, its character, and its student population.
  2. The mission statement is approved by the governing board and published.
  3. Using the institution's governance and decision-making processes, the institution reviews its mission statement on a regular basis and revises it as necessary.
  4. The institution's mission is central to institutional planning and decision making.
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**Questions for the Committee:**

- 1. Does this statement define Norco College's broad education purpose?**
- 2. Does this statement define our intended student population?**
- 3. Does this statement demonstrate to the reader, our commitment to achieving student learning?**
- 4. Does this statement demonstrate the uniqueness of Norco College (i.e. our character)?**



# WEAKNESSES

CATEGORY		VOTES
Culture	Internal communication to all constituencies	5
Culture	Pervasive fear of "cuts"	2
Culture	Low morale	2
Strategic Plann/Admin	Lack of permanent leadership (admin)	11
Strategic Plann/Admin	Over worked staff, faculty and administrators	10
Strategic Plann/Admin	New strategic planning process/Integration of processes	9
Strategic Plann/Admin	Grant funds are not institutional	4
Strategic Plann/Admin	Communication needs improvement	2
Strategic Plann/Admin	How to institutionalize new technology programs	2
Strategic Plann/Admin	We don't know where we want to go	2
Strategic Plann/Admin	In-fighting because of cuts	1
Strategic Plann/Admin	Management & allocation of resources (human & physical)	1
Strategic Plann/Admin	Need to institutionalize grant-funded obligations	0
Strategic Plann/Admin	Lack of opportunity for outside professional development	0
Strategic Plann/Admin	Cost of supplies to do the job	0
District	Long curriculum process	9
District	CTE certificate completions-inaccurate data-students deterred	7
District	Online resources	6
District	Diversity (HR)	5
District	Website	5
Academic	Lack of college strategic enrollment	8
Academic	The program review process	7
Academic	Faculty who don't serve on committees	5
Academic	Over worked staff, faculty & administrators	5
Academic	Not enough sections to meet student demand	3
Academic	No computer lab for students who are not enrolled in ENG or CIS	3
Academic	Equity across disciplines when it comes to cuts	1
Academic	Professional growth opportunities	1
Academic	Blackboard implementation	0
Academic	Counseling not understanding CTE programs	0
Academic	Not enough time between classes for students/faculty interaction or student/student	0
Facilities	Lack of secondary entrance if we wish to grow as a college	10
Facilities	Lack of space in library	8
Facilities	Physical plant not built to minimize operating costs	4
Facilities	Hygienic campus	0
Technology	Technological infrastructure	16
Technology	Accessibility to technology (Wifi to outsiders)	13
Technology	Antiquated technology in some classrooms	4

# WEAKNESSES

CATEGORY		VOTES
Support Services	Customer service	5
Support Services	Staffing not matching needs (reductions by golden handshake)	3
Support Services	Over worked staff, faculty & administrators	2
Support Services	Mailboxes - hours, no help	0
Support Services	Admissions	0
Student Services	Student success rate (graduation)	16
Student Services	Transfer rate	11
Student Services	Too few quiet places on campus for students	5
Student Services	Too few students apply for scholarships	2
Student Services	Student involvement	0