

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

December 5, 2012

1:00-3:00 (ST 107)

### **Attendees:**

- **Attendees:** Gail Zwart, Diane Dieckmeyer, Deborah Tompsett-Makin, Myrissa Cameron (ASNC), Jim Thomas, Ruth Jones, Greg Aycock, Jason Rey, Buck Stevens, Ruth Leal, Celia Brockenbrough, Sharon Crasnow, David Bobbitt, Melissa Bader, Mark Lewis, Mark DeAsis, Debbie DiThomas
- **Absentees:** Andy Aldasoro
- **Guests:** Natalie Aceves, Leona Crawford, Carol Farrar, Paul Parnell, Lorena Patton, Judy Perry, Kevin Fleming, Damon Nance, Koji Uesugi, Arend Flick, Patti Worsham, Monica Green

### **Welcome:** - Dr. Diane Dieckmeyer

- Welcomed everyone to the last ISPC meeting of the term.

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

**Motion by Jim Thomas, second by Deborah Tompsett-Makin to approve the minutes for the November 7, 2012 meeting. Motion unanimously approved.**

### **I. Action Items:**

#### **A. Approval of Transfer Degrees**

##### **1. Computer Science – Judy Perry**

- Worked with Riverside City faculty on this transfer degree.
- Supports game program and gaming along with computer programing. Also worked with Norco math discipline on courses.
- Yesterday Moreno Valley decided to include this transfer degree at their college.
- Currently working on scheduling the courses. Hope to start rotation of these courses in Fall 2013.
- Are aligned closely with C-ID numbers, but have not been obtained them yet.
- Have all hardware, software and faculty in place.
- Lab impact may be reduced because some of the lab time will be spent in class with faculty and not in the lab.
- Do not plan to offer on-line.

**Motion by Debbie DiThomas, second by Deborah Tompsett-Makin to approve the Computer Science Transfer Degree. Motion unanimously approved.**

**2. Studio Arts A-ST**

- Originally called Art History but name has been changed to Studio Arts.
- All courses are currently offered.
- Have all necessary faculty, equipment, etc.
- No additional costs.

**Motion by Jim Thomas, second by Debbie DiThomas to approve the Studio Arts Transfer Degree. Motion unanimously approved.**

**3. Theater Arts**

- Same as Riverside City College's transfer degree plus THE 9 class.
- Will need two part time faculty.
- Cost would be approx. \$18,000 - \$25,000 per year.
- Theater courses are not currently being offered. Would have to eliminate some current course offerings.

**Motion by Melissa Bader, second by Deborah Tompsett-Makin to approve the Theater Arts Transfer Degree.**

**Move by Ruth Jones, second by Jason Rey to table the Theater Arts Transfer Degree. Motion approved. (10 approve and 5 opposed)**

**4. Business Administration A-ST Patti Worsham**

- All currently being offered. Offered every semester.
- No cost impact everything is currently in rotation.
- Puts students on path for degree or TMC.
- Moving through C-ID process.

**Motion by Ruth Jones, second by Debbie DiThomas to approve the Business Administration Transfer Degree. Motion unanimously approved.**

**5. Pre-Engineering**

- Title III Grant
- Currently offering all courses. No new additions. Only impact is informing students on path they need to follow to take courses.

**Motion by Melissa Bader, second by Greg Aycock to approve the Pre-Engineering Transfer Degree. Motion unanimously approved.**

## **6. Physics A-ST**

- No electives. All required courses are already being offered.

**Motion by Ruth Jones, second by Jim Thomas to approve the Physics Transfer Degree. Motion unanimously approved.**

## **7. English**

- All classes currently in rotation.
- Needs to go to Tech Review and Curriculum Committee.

**Motion by Diane Dieckmeyer, second by Ruth Jones to approve the English Transfer Degree. Motion unanimously approved.**

## **8. Anthropology**

- No information at this time.

**Move to table by Melissa Bader, second by Deborah Tompsett-Makin. Motion unanimously approved.**

## **9. Math**

- Has already been approved by Tech Review Committee. Going to Curriculum Committee on Tuesday.

**Motion by Jim Thomas, second by Ruth Jones to approve the Math Transfer Degree. Motion unanimously approved.**

## **B. Norco College Strategic Plan and Process 2012-2018 – Dr. Gail Zwart**

**Motion by Sharon Crasnow, second by Ruth Jones to approve the Norco College Strategic Plan and Process 2012-2018 document with changes. Motion unanimously approved.**

- Going to District Strategic Planning meeting this Friday.
- Changes – Need to include the core commitments, the visions statement and the mission statement.
- Will change flowchart to indicate that Board of Trustees communicate back to the Chancellor.
- Need to better show how the goals and objectives connect with strategic planning.
- Need to add information and a Statement of Purpose for the Distance Education Committee.

## **C. Guiding Principles for Strategic Planning Committees – Dr. Diane Dieckmeyer**

**Motion by Melissa Bader, second by Sharon Crasnow to approve the Guiding Principles for Strategic Planning Committees. Motion approved with one opposed.**

- This document contains the guidelines to help the committees do the business of strategic planning.
- Suggestion to change name to Guiding Procedures instead of Guiding Principles.
- Suggestion to include the definition of terms.
- Suggestion to clarify certain terms (board impact, major decisions, urgent committee matters). Discussion followed.
- Suggestion to have the ISPC and the sub-committee members meet and discuss these principles.

**II. Information Items**

**A. Technology Plan Update – Mr. Damon Nance and Ms. Ruth Leal**

- A consultant was hired through the Title V Portal Grant to help with the Technology Plan.
- Committee did SWOT analysis along with holding discussions with focus groups and conducting surveys to solicit input for the plan.
- Received draft from the consultant at the end of the Spring term.
- The Technology Committee has approved the draft.
- The goals were reviewed with the ISPC Committee.
- Discussion of Goals IV and V. Further discussion on “owner” and “dependencies” of these two goals. Will be discussed by Distance Ed Committee and comments will be shared with the Technology Committee.

**B. EMAC – Student Campus Climate Survey – Dr. Koji Uesugi**

- Currently administering staff and faculty diversity survey.
- Diversity survey has been conducted in both 2009 and 2010. Currently working to include students in this year’s survey.
- If you have not already taken the survey please complete it by December 7.
- Student portion will be administered in the spring. The inclusion of students is part of the Student Equity Plan.
- These results will be combined with the CSSE.

**III. Open Hearing**

- District Enrollment Management meeting is next week. Will be discussing college enrollment allocations.
- Currently considering Blackboard 9.1 contract renewal for 5 years. However, the decision has been delayed and will not be made until spring.

**Adjourned** – 3:00