

# NORCO COLLEGE *REGULAR UPDATE*

November 30, 2018

Hello, Mustangs!

Below is the newest Norco College Regular Update, following the outline for the draft Big Us Plan. We're in the middle of dialogue around a new Strategic Plan that uses The Big Us Plan as its framework, so this structure may be modified over time. Feel free to send along your comments about the newsletter to [Regular.Update@norcollege.edu](mailto:Regular.Update@norcollege.edu). In case you've missed any issues, all Regular Updates are archived on the President's webpage: <http://www.norcollege.edu/about/president/Pages/Regular-Update.aspx>.

Happy reading!

## **1.0 STUDENTS—Norco College will improve student completion rates, close the equity gap and expand the college-going rate throughout the region.**

### **1.1 Improve College Completion Rates**

- On November 28, Norco College participated in a District meeting about scaling guided pathways at the District level.
- The Riverside Community College District and Chaffey College are hosting a Guided Pathways Region 9 Summit in March 2019 to promote a common understanding of guided pathways and share with other colleges in the region tools and implementation strategies they can take back to their campuses. The summit has received funding from the College Futures Foundation.
- For winter and spring 2019, the [Wilfred J. Airey Library](#) will have the same open hours as previous sessions:
  - Winter 2019: Monday-Thursday, 7:30 a.m.-4 p.m.; Friday, Saturday, Sunday—Closed
  - Spring 2019: Monday-Thursday, 7:30 a.m.-8 p.m.; Friday, 7:30 a.m.-1 p.m.; Saturday, Sunday—Closed
- To support students' success, the [Learning Resource Center \(LRC\)](#) and STEM Center will offer extended hours, 9:00 a.m. to 9:00 p.m., during finals week, December 10-13. Drop-in tutoring in a variety of subjects will also be available, and both locations will be giving out free snack bars, water, and coffee. For more information, see the November 28 nor-all email from Damon Nance, dean of technology and learning resources, and Albert Jimenez, LRC director, titled "LRC & STEM Center Study Jams for Finals Week!"

### **1.2 Close Equity Gap**

### **1.3 Expand College-Going Rate in our Service Area**

- Dr. Bryan Reece, Norco College president, met on November 26 with the Orange County School for the Arts, a private charter school for the performing arts. The College is in early conversations about partnering with the school on a new campus in the Inland Empire with some type of a dual enrollment component.
- Norco College is building a partnership with Orange Grove High School to develop a manufacturing pathway for students. The goal is to create a starting point for graduating

seniors of Orange Grove to attain a college-level education with career readiness skills through the apprenticeship program. Because of Orange Grove's unique quarter system, students graduate year-round, so students as young as 17 can potentially start a full-time career as soon as they graduate.

## **2.0 REGION—Norco College will play a leadership role in regional economic and academic development.**

### **2.1 Implement Key Stakeholders Communication Strategy**

- A brainstorming session to discuss forming a Norco College alumni association will be held December 6 during college hour in ST 107. All are invited!

### **2.2 Promote Economic Development in Region**

- Conversations are continuing with the City of Corona about possible use of the former armory building for educational purposes. The City of Corona will pick up the cost of an infrastructure assessment to see what it would take to renovate the building to meet educational standards in order to offer classes there. The assessment will determine whether a larger conversation is warranted.

### **2.3 Promote Academic Development in Region**

- The new Liberated Scholars organization has been selected to participate in a leadership institute hosted by the [Opportunity Institute](#), Stanford Law School, and [Berkeley Underground Scholars](#). The student leader of Liberated Scholars, along with Dr. Marshall Fulbright, dean of instruction, and Dr. Jessica Cobb, Next Phase director, will be involved in a sequence of trainings from spring 2019 into 2020.
- Liberated Scholars held its first meeting on November 20 with a core of interested students, faculty, and staff, and advisor is Dr. Lisa Nelson, associate professor of English. Those involved are excited to start growing the organization and offering regular meetings starting in the spring semester.
- The Next Phase program was selected to participate in a community of practice, hosted by New York University researchers, around trauma-informed and resilience-based pedagogy inside prisons. The project, beginning in February and ongoing throughout the 2019 calendar year, will involve a series of interactive meetings and webinars focusing on trainings and feedback to generate best practices.
- The College is investing some one-time funds and reinvesting indirect funds for the [DLR Group](#) to assess Ingalls Hall at the California Rehabilitation Center (CRC) to see what would be required to renovate the building to educational standards. The three-level building could hold up to 24 classrooms along with staff offices for inmate education, possibly a future home for a Next Phase Campus.

### **2.4 Promote Community Development in Region**

- Norco College is seeking an employee or small group that has a passion for community service to co-lead identification of someone in the community for national recognition with the [President's Volunteer Service Award](#) (PVSA). The College has submitted a preliminary application to be a certifying organization for PVSA. Anyone interested in working on this is encouraged to contact Dr. Kevin Fleming, interim vice president of Strategic Development, at [kevin.fleming@norcollege.edu](mailto:kevin.fleming@norcollege.edu).
- If you volunteer in the community, or if you know of a colleague who volunteers in the community, just hit "reply" to this Regular Update email to share your and/or your colleague's good work; your email will be forwarded to Strategic Development. Or you can email Dr. Kevin Fleming, interim vice president of Strategic Development, at [kevin.fleming@norcollege.edu](mailto:kevin.fleming@norcollege.edu). The College is identifying existing relationships and

partnerships with civic organizations in its effort to create long-term relationships and mutually beneficial partnerships with our local community.

### **3.0 PROGRAMS—Norco College will become a comprehensive college with programs and services that are expansive and perform at levels of excellence.**

#### **3.1 Develop/Expand/Improve Instructional Programs**

- The Distance Education Committee would like to remind all faculty that instruction in Blackboard ends fall 2018. Faculty should download their course content for personal archives to avoid loss of instructional materials. Winter and spring 2019 web-enhanced, hybrid, and online courses will be taught in Canvas. Online Canvas Academy is required for faculty via online training or three face-to-face meetings with Sean Ulbert, instructional designer, in the Professional Development Center. See [http://opencampus.com/faculty/faculty\\_online\\_canvas\\_academy\\_form.html](http://opencampus.com/faculty/faculty_online_canvas_academy_form.html) for registration details. Questions can be directed to Sean Ulbert at [sean.ulbert@rccd.edu](mailto:sean.ulbert@rccd.edu) or Michael Bobo, assistant professor of humanities and co-chair of the Distance Education Committee, at [michael.bobo@norcollege.edu](mailto:michael.bobo@norcollege.edu).
- On November 16, Dr. Peggy Campo, associate professor of anatomy and physiology and Academic Senate president, and Dr. Kevin Fleming, interim vice president for Strategic Development, participated in a presentation on credit for prior learning at the [Community College League of California](#). As part of the larger presentation, Dr. Campo and Dr. Fleming discussed Norco College's military articulation platform (MAP). From the reactions and comments of those in attendance, Dr. Fleming observed that Norco College already has a reputation for serving veterans in innovative ways.
- Training is on the way for faculty to respond to and approve course articulations as part of the military articulation process. In the meantime, if you're a department chair or discipline faculty member and you receive an email notification to approve course articulations, no panic needed! Information about training will be coming soon. If you want more information about veterans credit for your program or discipline, contact Lorenzo "Gunny" Harmon, director of the Veterans Resource Center, at [lorenzo.harmon@norcollege.edu](mailto:lorenzo.harmon@norcollege.edu), or Dr. Samuel Lee, vice president of Academic Affairs, at [samuel.lee@norcollege.edu](mailto:samuel.lee@norcollege.edu).
- The college-wide Read 2 Succeed selection for fall 2018 semester was the book *Lives in Limbo: Undocumented and Coming of Age in America* by Dr. Roberto Gonzales, professor at Harvard University's Graduate School of Education. The book focused on the lives, obstacles, and aspirations of Mexican undocumented youth in Los Angeles over a span of 12 years. Norco College RISE (Respecting Immigrant Student Education) support network students led a book discussion event on September 27 and held a student panel event on October 25. The author visited Norco College on November 15 to deliver an hour-long keynote, hold a short Q&A session, and sign copies of his book for the audience. Between the three events, nearly 250 students, faculty, and staff attended! The author stated, "Throughout my campus visit, I found the community at Norco College to be deeply engaged, insightful and forward thinking in its response to both my book and my presentation. . . . The students of Norco College represent the future of California and of this nation. I left Norco feeling more optimistic than I was when I arrived. With the committed and caring faculty at Norco, I sincerely believe the students will be centrally involved in crafting solutions to these complex problems."
- The bookstore asks that faculty please submit book orders! With two-term registration, it is imperative that the bookstore gets the orders ASAP. As of earlier this week, only at 41% of orders have been submitted for spring and 67% for winter. Also, because of issues with the

website, please submit textbook adoptions through email to [maria.sanchez@norcocollege.edu](mailto:maria.sanchez@norcocollege.edu) or [amy.fudge@norcocollege.edu](mailto:amy.fudge@norcocollege.edu).

- A feasibility study for the proposed photonics education and research center is in process, with anticipation of mid-spring completion. Included in the study are an economic impact study, MOUs with all partners or stakeholders, and broad dialogue.

### 3.2 Develop/Expand/Improve Student Support Services and Programs

- In anticipation of potential technology-related issues and the upcoming holiday, students who originally received a registration appointment of November 22-24 were reassigned an earlier registration appointment of November 20 to secure in-person assistance as determined by district-wide consensus. Students also now have the ability to contact Admissions and Records to opt-out of EduNav if they're experiencing difficulty with technology or just with navigating through the new system. EduNav processed opt-out requests November 22 and 23. According to EduNav, as of November 21, the following data is specific to the Norco College population: 17 students logged in, 6 students with successful registration, 3 students received errors, 2 students requested to opt out.
- Three open workshops were offered for students who may need assistance with two-term registration, but to Student Services' surprise, students did not attend. This could be due to the video tutorial that was created to better assist students with the new process. The video is currently located on the [Admissions and Records landing page](#) and was also sent to all Norco College students.
- The Associated Students of Norco College (ASNC) continue the tradition of the Angel Tree at Norco College this year. Within about a week of the announcement, all angels were chosen from the tree in the Corral. Each donor will purchase a gift for the child associated with the angel chosen and turn in the unwrapped gift to ASNC (second floor of the Student Services building) by December 4. The Angel Tree gifts go to the children of students in need in the College's CARE and CalWORKS programs. For more information, see the November 21 nor-all email from Dr. Edwin Romero, student activities coordinator, titled "Angel Tree 2018— Help a Child this Holiday Season."

### 3.3 Achieve Program/Pathways Excellence

- Congratulations to Music Industry Studies Instructor Brady Kerr, Associate Professor of Music Kim Kamerin, and the Norco Music (NOMU) program on release of their eighth studio album, *Gemini!* *Gemini* was written, recorded and performed by Norco College students in the NOMU program, and boasts 32 original songs. The [album release reception](#) was held at SilverLakes on November 16; eight students performed their songs from the album to a very receptive crowd. Visit these links on the Norco Music website to hear [music](#) from *Gemini* or to [purchase the album](#).
- On November 17, thirteen English 1B Honors students and their instructor, Dan Reade, assistant professor of English, visited and toured the Museum of Death in Los Angeles. They wanted to explore how a topic as difficult as death could be viewed through the various theoretical lenses examined as part of the class. Students considered, among other things, the ways in which the museum commodifies death (Marxism) or how death is presented as part of various genres (death in literature, death in videos, death in witness testimony, and so on, all of which build on the theoretical school of Structuralism).



#### 4.0 **EMPLOYEES—Norco College will nurture a workplace that feels like family, provides opportunity to grow, and attracts the highest quality employees.**

##### 4.1 **Establish Cohesive Professional Development**

- District funding is available for eligible classified and confidential staff development. For more information, see the Classified and Confidential Staff Development Program document available on the District intranet, [intranet.rccd.net](http://intranet.rccd.net), under departments/Human Resources/documents and forms/staff development—classified and confidential employees. Application information begins on page 3.

##### 4.2 **Create Professional and \_\_\_\_\_(Warm? Engaged? Family? Joyful?) Workplace Environment**

- **Save the date!** The College holiday party will be held on Thursday, December 13, 1:00-3:00 p.m. in the Corral and 5:30-7:30 p.m. in the College Resource Center (CRC).

##### FACULTY NEWS

Many thanks to Dakota Mattson, associate faculty in English, who compiles Faculty News for the Regular Update!

- Ammanda Moore, assistant professor of English, and two Umoja students, Aunlaje Farmer and Cherresa Tresvan, presented at the [Umoja XIV Conference](#) on November 9. Their presentation, “Umojafying the Four C’s: How to Use Social Media Projects to Empower Black Minds,” was led by the students and generated a thoughtful discussion with their audience. This was a great networking, professional, and scholarly activity for the students. Congratulations to Aunlaje and Cherresa for their initiative in presenting at a conference for the first time, and to Ammanda, for her guidance as their professor!
- Megan Lindeman, assistant professor of art, will be participating in an art fair held by the contemporary art gallery Odd Ark LA in Los Angeles on December 2, 11 a.m. to 4 p.m. She will be presenting some small works and works on paper. Additionally, Megan was able to include the artwork of some of Norco College’s Art 22 students. Congratulations, Megan, and awesome work including the art students! If anyone is interested in supporting Megan and the Art 22 students this Sunday, the address is Odd Ark LA, 7101 North Figueroa Street, Los Angeles, CA 90042.
- Krista Wagner, associate faculty in English, would like to announce that her novel *Intent: The Beginning* will be released on December 1. A young adult dramatic thriller, it’s a prequel to her first novel and can be found on Amazon: <http://a.co/d/jgY213P>. Congratulations, Krista!

##### 4.3 **Hire Great Employees**

- Forty-nine new associate faculty were hired into the part-time teaching pool at the College’s first-ever Part-Time Faculty Job Fair on November 16. The larger pool of associate faculty will provide more flexibility as dual enrollment and Next Phase programs grow, and will help with adding last-minute sections to the semester schedule to meet student demand. Thanks to all who participated in the job fair!
- On November 9, the Academic Planning Council (APC) established its recommended prioritization for faculty positions to forward to the College president. See [Appendix B](#) below to view the list.
- The College is starting the conversation about which categorically funded positions align to the Strategic Plan and, therefore, should be institutionalized.
- The Norco College Faculty Internship Program is being re-established under the leadership of Dr. Dominique Hitchcock, professor of Spanish and French, and Dr. Jason Parks, dean of instruction. Full-time faculty can apply to host and train a faculty intern in their subject area for one academic year; applications are due by December 7. See the November 20 nor-



faculty email from Dr. Parks titled “Opportunity: Norco College Internship Program” for details.

- Welcome to Greg Ferrer, who will become the Norco College’s Disability Resource Center (DRC) director on December 3!
- Dr. Kevin Fleming has been selected as the College’s interim vice president of Strategic Development, pending Board of Trustees approval. Dr. Fleming has been at the College since 2010, previously as dean of instruction for CTE and recently as acting vice president for Strategic Development. He has 20 years’ experience in higher education and is a professional speaker as well as author of three books. Congratulations, Dr. Fleming!

#### **4.4 Promote Advancement Opportunities**

### **5.0 FACILITIES—Norco College will construct a beautiful, inspiring and “green” college campus with ample space for all programs and student needs.**

#### **5.1 Build Critical Facilities Identified within Comprehensive Master Plan**

- Weekly meetings are being held regarding the reconfiguration of CSS 217 as a multi-use venue that can host large lectures, club meetings, and other events.
- A selection of the consulting firm to lead the Facilities Master Plan is expected to go to the Board of Trustees in December. The goal is to have a board-approved Facilities Master Plan by June 2019.
- Through the master planning process, the College wants to explore an emerging idea of reenvisioning the campus as a live/work/study space, similar in some ways to a mixed-use development. The concept is a community college that blends with the community. College-wide discussion about the idea will take place following selection of a consulting firm. Norco City planning will be included in the discussion as well.

#### **5.2 Develop and Maintain Beautiful Landscaping/Hardscaping**

- In partnership with the Associated Students of Norco College (ASNC), Business Services coordinated a November 28 walk with a landscape architect and a sail shading vendor to develop a shade solution for the amphitheater. This project is co-funded by the College and ASNC, and endeavors to bring shaded meeting and “hang-out” areas to the campus.

#### **5.3 Keep Transportation Flowing and Provide Sufficient Parking**

#### **5.4 Build Sustainable College Campus**

- A public-private partnership request for quotations (RFQ) is being developed for the Veterans Resource Center and the Early Childhood Education Center. The construction will have an energy-sustainable component.

### **6.0 OPERATIONS—Norco College will design professional, collaborative, efficient and intuitive systems/processes.**

#### **6.1 Maintain Accreditation Status through Continuous Quality Improvement**

- *Mark your calendar!* The accreditation peer review team visit has been scheduled for March 2-5, 2020.
- Standard committees are working on revisions of their sections, which are due by December 3. In November, committee co-chairs met with the College’s accreditation co-chairs to work on their drafts.
- During winter session, the accreditation co-chairs will review and edit the full revised ISER. On the agenda for spring is the Quality Focus Essay (QFE), which will align with the College’s strategic plans.

#### **6.2 Practice Effective Planning, Assessment, and Shared Governance**

- A revised mission statement draft is proceeding through shared governance committees. At its November 7 meeting, ISPC reviewed the revised mission statement and recommended it

proceed to the senates for review. The revised mission has been put on agendas for Classified Senate and Academic Senate meetings. See [Appendix A](#) for the mission statement revision draft. Send ideas, input, and alternate versions to Melissa Bader ([melissa.bader@norcocollege.edu](mailto:melissa.bader@norcocollege.edu)), associate professor of English and co-chair of the Institutional Strategic Planning Council (ISPC), who is taking the lead on behalf of ISPC.

- A November 30 ISPC retreat will finalize the collection of data and thoughts on the Educational Master Plan, Strategic Plan, and the Big Us Plan, which is the framework for the planning documents. Next the ideas and information will be given to consultants, who will work on a draft Educational Master Plan and Strategic Plan through the winter session. In spring, the draft plans will proceed through the shared governance process with expectation of adoption in April.

### **6.3 Develop, Organize and Implement Professional Communication Systems**

- The new Norco College website will be launched December 14, after most students have registered for winter and spring. Faculty can decide how much they would like to be hands-on with the new website; any degree of support is available. For those who want to be able to update and change their sites, training will begin after the first of the year and will continue through spring semester. For those who would like someone else to upload changes, that support will be available.

### **6.4 Automate/Streamline/Modernize Operational Processes**

- Administrative assistants are working on a standard operating procedures document to ensure accuracy and uniformity. Currently they are finalizing the table of contents and will be working on the document through winter.
- Faculty special projects now go through the deans of instruction. One reason is to bring greater transparency to how special project assignments are made. Part of the new procedure is to vet all special projects with the Faculty Association so everyone is aware.
- Academic Affairs will be piloting the new Concur electronic travel platform to make travel requests and transactions more efficient and effective. The new program will allow faculty and staff to enter travel requests and itineraries directly and hopefully speed up the process. The pilot is beginning immediately with managers. The plan is for faculty to participate, with departmental support, in spring.

## **7.0 RESOURCES—Norco College will expand general funds, increase grants, secure appropriations and raise private funds to build/sustain our vision.**

### **7.1 Improve Budgeting Practices**

- The College “pushed back” 266 FTES to the 2017-2018 academic year, which will raise the College’s FTES allocation by that amount, resulting in a \$750,000 increase in funding this year. The College has three years to meet the standard that has been set. APC has discussed how to use the additional funding, some of which will be used to fund associate faculty. Other possibilities discussed were funding the portable “village space,” hiring additional full-time faculty, or moving some faculty, staff, and managers on one-time funds to general funds.

### **7.2 Revise Resource Allocation Model**

- The deans of instruction have distributed the resource request forms from program reviews to department chairs and have asked chairs to talk with department faculty to prioritize their department’s requests. Once the departments have prioritized, the deans of instruction will prioritize at the School level, which will then be shared at the Academic Affairs Prioritization Committee (AAPC) meeting.

### **7.3 Resource Development**

### **7.4 Partnership/Collaboration Development**

- About 100 to 120 guests attended the [Veterans Benefit Concert](#) on November 15. Students enjoyed the event and are looking forward to another celebration next year. Approximately \$1,147 was received from ticket sales and donations, which will go into an emergency fund for zero-interest loans to Norco College veterans for a justified need. Often veterans will take out a loan for such needs as textbooks, food, housing, or car repair.
- Rawsienna Prudence Martinez, a U.S. Navy veteran and Norco College student, was surprised with a car from the Reaching New Heights Foundation and Platinum Collision Centers at the Benevolence Car Giveaway event. Other partners in the giveaway were AAA of Southern California, Cardinale Way Hyundai, FinishMaster Paint, Precision Auto Glass, P&D Wholesale, Goodman Giving, Enterprise Gas, and the Eastvale Chamber of Commerce. Rawsienna, a single mother and disabled veteran, is pursuing an associate of science degree in business accounting administration. Click here to [read](#) more about the event, and click here to [view a video](#) that shows Rawsienna being presented with her new car.

### **Appendix A: Mission Statement Revision Draft**

(As of November 19, 2018)

Norco College empowers a diverse student body through an inclusive innovative approach to learning. Our college is proud to be a center for scholarship, arts and culture, dynamic technologies and partnerships. Norco College encourages self-agency and is dedicated to transforming the lives of our students, employees, and community through its pathways to transfer, career and technical education, certificates and degrees.

### **Appendix B: New Faculty Prioritization Recommendations from APC**

**Academic Planning Council**

November 9, 2018

#### **New Faculty Prioritization**

The Academic Planning Council recommends the following prioritization of new faculty hires for start during the 2019-2020 Academic Year. The APC further recommends the Norco College administration try to identify funding for at least the top five (5) positions.

- 1 English (general)
- 2 Political Science
- 3 Business/ Entrepreneurship
- 4 Communications
- 5 Chemistry
- 6 General Counselor
- 7 Psychology
- 8 Math with Specialty in Statistics
- 9 Art History
- 10 Physics
- 11 Outreach Librarian
- 12 Graphic Design
- 13 Game Art
- 14 General Counselor



- 15 Theater
- 16 English (general)
- 17 Network Multimedia Librarian
- 18 Business Administration
- 19 Building and Energy Systems