

From: [nor-all](#) on behalf of [Creswell, Debra](#)
To: [nor-all](#)
Subject: [NOR-ALL] Memorandum on Program Review Resource Allocations for 2012-13
Date: Tuesday, June 04, 2013 2:00:31 PM

DATE: June 4, 2013

TO: Norco College Committee of the Whole

FROM: Dr. Paul Parnell, President

RE: Memorandum on Program Review Resource Allocations for 2012-13

Dear Norco College Mustangs:

This is an important “closing the loop” memo outlining the tremendous faculty, staff, administration, student, District, and community efforts in planning, program review, and resource allocations for 2012-13 directed towards accomplishing our college mission. We also need to continue the cycle to measure what differences these allocations have made to student success.

All of you are commended for your efforts on behalf of our students, workforce, and community to provide the best educational opportunity possible, celebrate diversity, and promote collaboration. The results have been more degrees, certificates, and foundation skills for our students with the most inclusive, creative, and innovative pedagogical techniques and technology possible.

During the past year, we continued our development of AA-T and AS-T degrees in Studio Arts, Computer Science, Physics, Mathematics, Pre-Engineering, Spanish, Anthropology, English, and Business Administration. We also extended our reach into the community by deepening our partnership with the Corona-Norco Unified School District, the Navy, and our surrounding cities of Norco, Corona, and Eastvale.

After many months of hard work we completed the revision of our Strategic Plan 2013-2018. Incredible time and energy has been taken to prepare for a 2014 accreditation visit. We held Art Gallery exhibitions featuring the history of Norco, and work of local Latino artists, women in animation and our own talented students. Our first Mustang athletic teams, Men’s and Women’s Soccer, completed a successful season. We conducted Career and Transfer fairs and events, hosted an Industry Summit for over 120 business leaders, authentically assessed student learning in courses and services, held an old fashioned BBQ to celebrate the opening of our new Norco Operations Center, and offered classes in newly renovated science labs. All of this was

done while providing a high quality education to roughly 10,000 students.

Prioritized Personnel Needs

Faculty Positions – I'm excited to report that in response to faculty retirements and departures we are currently in the process of hiring five tenure-track faculty positions in the disciplines of Music, Art, Psychology, Counseling, and Humanities. These faculty hires represent the top ranked positions of the Academic Planning Council during the Program Review prioritization process. The number one ranked faculty position was a Commercial Music faculty member; however, after careful review of the needs of the college, I approved a position in Music, with knowledge of and expertise in the commercial music industry. Similarly, the Art position is expected to provide support and leadership to the Art Gallery.

Staff Positions – Though we have not hired staff positions, we have used categorical and grant funds to retain employees in areas such as Employment Placement and in the Library with an Administrative Assistant. At this juncture, no new student services positions have been added from this year's prioritized list approved by ISPC. The application support technician (#1 on the list) remains our top priority and my intention is to fill this position when funds become available. We simply cannot function very effectively as a college without this position, which provides a vital interface between our Admissions and Records and Student Financial Services staff and Datatel.

Administrative Positions – I'm happy to report that since last year's President's memo we have stabilized several administrative positions. We now have a permanent Vice President, Academic Affairs; Vice President, Business Services; and Dean of Instruction. Also, in an effort to right size and equalize duties, job descriptions and titles of several administrators the following administrative positions were reclassified via the district reorganization process: Associate Dean of Career Technical Education to Dean of Instruction, CTE; Dean of Student Success to Dean of Institutional Effectiveness; Associate Dean to Dean, Special Funded Programs; and, Director of Enrollment Services to Dean of Admissions and Records.

Prioritized Equipment Needs

The Planning Councils ranked equipment and technology requests from each area program review. Before making purchase recommendations, the Councils determined if grant or categorical funds could be used for purchases. In addition to using alternate funding sources, many items listed on the equipment and facilities requests were covered under Secondary Effects or the construction of the Operations Center. Examples are the new seating for the Theater and landscaping.

California community college block grants from the state, the traditional source of instructional and non-instructional equipment money, have not been funded for the

past several years. This has dramatically limited the amount of investment we can make in new equipment. However, an extensive list of equipment and supplies were purchased through the use of STEM grant funds as well as funding from Perkins, and our Title V Portal and Cooperative grants. In addition, some prioritized equipment requests were funded through the contingency funds of the President and Vice Presidents. In all, \$81,000 was allocated to purchase items from program review.

Some of the purchases include stage monitors, digital cameras, a teaching microscope with a digital camera, 35 drafting tables, a Trimble machine for Electronics, speakers, new computers for IT 125 and 127, a model fetal pig, numerous items to outfit the new organic chemistry lab, and two-way radios and a repeater to ensure communication between science lab technicians as well as to provide extra support in the event of an emergency.

An additional \$95,000 was allocated for facilities improvements which included upgrading landscaping, repairing roofs in the Theater and West End Quad, fence installation, renovating Library study rooms, and classroom carpeting. We have used all our resources to improve student success and make this a better place to work. We will continuously assess and measure how our allocation of resources improves student completion processes and our learning environment.

All of you are to be congratulated on your herculean efforts to update the Mission and Vision Statements, complete the Norco College Strategic Plan using our redesigned committees, councils and Committee of the Whole participation processes. Our Facilities Master Plan will be completed in the fall after a year of comprehensive work. You supported a host of year-end student award and recognition events (Diversity and Equity, Upward Bound, EOPS, CARE, SSS/Rise, Veterans, ASNC Students of Distinction and Scholarship Awards, Disability Resource Center, Puente, etc.) We have been enjoying attending these events on behalf of our wonderful students the past few weeks and will enjoy more in the days to come. It is so rewarding to be part of this great community of educators and brag about all of you. We have much to celebrate. Your work has made a difference.

Dr. Paul Parnell, President
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