

# NORCO COLLEGE *REGULAR UPDATE*

October 5, 2018

Hello, Mustangs!

Below is the newest Norco College Regular Update, aligned to the College's seven Strategic Planning Goals. Many thanks to the administrators, staff, and faculty who contribute to the newsletter! In case you've missed any issues, all Regular Updates are archived on the President's webpage:

<http://www.norcocollege.edu/about/president/Pages/Regular-Update.aspx>.

Happy reading!

## **Strategic Goal 1: Increase Student Achievement and Success**

### Completion Initiative and Guided Pathways

- A proposal has been submitted to the College Futures Foundation to fund the next steps in implementing the Guided Pathways framework at the College.
- All are invited! The [Completion Initiative](#) workgroup meets the first Tuesday of each month from 2:00 to 4:00 p.m. in ST 107. Upcoming meetings for fall 2018 are on November 6 and December 4.

### Foster Care Program

- Kimberly Thomas has joined Norco College as a resource specialist for the Foster Youth Support Network. Her primary role is to prepare high school foster youth in the Corona-Norco Unified School District for college and help them enroll at Norco College. Her office is in the Foster Youth Center in CSS 219. Welcome, Kimberly Thomas!
- Ruth Jones-Santos is now the student success coach for the College's former foster youth students and is the primary contact person for referrals. Ruth can be reached by email at [ruth.jones@norcocollege.edu](mailto:ruth.jones@norcocollege.edu). She currently has a split role (50% ACE Program, 50% foster youth coach) through December 2018. In January, Ruth will be 100% dedicated to foster youth.
- The official name of the foster youth resource center in CSS 219 is Phoenix Scholars Center. Phoenix Scholars is the name foster youth at the College elected to call themselves when the support services program was originally created.

### Summer Advantage

- Norco College received \$278,571 in College Promise funding from the state chancellor's office. The proposed budget allocated the funding to pay for fees and books for low income Summer Advantage and First Year Experience (FYE) students throughout their first year of college.

## **Strategic Goal 2: Improve the Quality of Student Life**

### Creating Student, Classroom, and Faculty Spaces

- Student Life, game development faculty, and Strategic Development are beginning talks with a private foundation about establishing an eSports club (competitive electronic gaming).

## Diversity

- The Riverside Community College District is contributing \$10,000, of which Norco College is contributing \$3,000, to the Umoja Conference XIV to be held November 9-10 at the Riverside Convention Center.

## **Strategic Goal 3: Increase Student Access**

### Distance Education

- Tom Wagner, professor of business administration, and Michael Bobo, assistant professor of humanities, will serve as co-chairs of the Distance Education Committee for fall 2018, with Michael Bobo assuming the chair position in spring 2019.

### Early Registration

- The District has established new curriculum and catalog timelines to facilitate earlier registration for students, as shown in the graphic titled Curriculum Review, Publication Timeline, and Criteria in the appendix below.

### High School Partnership Program

- College administration meet with Allan Mucerino, superintendent of Alvord Unified School District (AUSD), to talk about partnering on dual enrollment, concurrent enrollment, and the possibility of using AUSD space at a comprehensive high school campus to open a Norco College center, where open enrollment college classes could be offered.
- In spring 2019, four additional high schools may be added to Norco College's Dual Enrollment/California Career Access Pathways (CCAP) program, three of which are in the Corona-Norco Unified School District.

### Next Phase Program

- Within a couple of weeks, the Next Phase program will begin student orientations, led by Dr. Jessica Cobb, program director. The orientation sessions are designed to help California Rehabilitation Center (CRC) students understand college pathways and what Norco College can do for them.
- A tour of the Next Phase program, California Rehabilitation Center, and the historic Norconian Hotel is being scheduled for late October with Senator Kamala Harris's office. Also, an internal tour of the CRC's Ingalls Hall is scheduled for early October to explore an expansion of instructional space.

### Student Services

- Student Services will be opening some offices until 4:00 p.m. on Fridays, rather than closing at noon, beginning October 1 with [Admissions and Records](#). There may be some Friday afternoon closures when personnel are required to be at meetings or in trainings; these closures will be listed on the office's website.

### Veterans Education/Promise Program

- At the California Community College Association of Occupational Education (CCCAOE) Conference, October 10-12, Lorenzo Harmon, director of the Veterans Resource Center, and Debra Mustain, dean of community partnerships and workforce development, will present on the College's veterans articulation platform.

## **Strategic Goal 4: Create Effective Community Partnerships**

### CTE

- The College recently received \$50,000 from the Golden State Environmental Justice Alliance, our second award from them. The funding will provide scholarships to 20 students in the [ACE \(accelerated, certificate, and employment\)](#) program who focus on areas related to building and energy systems, and will provide instructional and lab equipment, tutoring, outreach activities and student incentives. Dean Mustain worked with the Golden State

Environmental Justice Alliance and the RCCD Foundation to bring this funding to Norco College.

#### Community Partnerships

- Assembly Member Sabrina Cervantes visited Norco College on September 21 to present a \$6 million check to help build an early childhood education center and a workforce training center. Assembly Member Cervantes helped secure funds through the 2018 state budget. Click here for photos: <https://www.norcocollege.edu/news/Pages/Assemblymember-Sabrina-Cervantes-presents-check-for-6-million-dollars.aspx>.
- Dr. Bryan Reece, Norco College president, and Dr. Kevin Fleming, acting vice president of Strategic Development, participated in a policy summit in Washington, D.C., September 23-27, coordinated by the Corona Chamber of Commerce. Legislative visits and advocacy briefings related to the College's strategic priorities took place with the National Science Foundation, the Department of Labor's Office of Apprenticeship, Congressman Ken Calvert's office, Senator Kamala Harris's office, Congressman Mark Takano's office, the U.S. Chamber of Commerce, D.C. consultants from the Riverside County Transportation Commission, the U.S. Navy, and Senator Diane Feinstein's office.
- The College has received an augmentation of \$233,433 to our Regional Strong Workforce Marketing fund, which will extend the current regional marketing campaign from October 1 through December 31, 2018.

#### International Education

- Nassef "Sef" Girgis, assistant to the coordinator of international education for the District, wants to remind everyone about RCCD Study Abroad Program's upcoming opportunity to travel to Egypt. This tour is open to all RCCD faculty, staff, students, *and* family, friends, and other members of the community. There are no academic units attached. The tour will be between January 6 and 20, 2019. Information is available on the [District's Study Abroad webpage](#), or you can email Sef at [study.abroad@rccd.edu](mailto:study.abroad@rccd.edu).

#### National Photonics Research Center

- At the October 2 Board of Trustees committee meeting, a number of STEM faculty spoke in support of the College's proposed photonics initiative. The Board expressed support for moving forward with a feasibility study. Dr. Bryan Reece, president of Norco College, and Dr. Wolde-Ab Isaac, District chancellor, will collaborate on the study's outline and contents along with an anticipated timeline, to be presented to the Board at the next meeting. Among elements the feasibility study is expected to address are the project's benefits for the School of STEM, mitigated risks, partner roles/contributions, benefits to students, benefits to faculty, and benefits to the community.

### **Strategic Goal 5: Strengthen Student Learning**

#### Curriculum

- Faculty are reminded that curriculum proposals will now include both course objectives and student learning outcomes (SLOs).
- In order to appear in the 2019-2020 College Catalog, all curriculum proposals must be approved by the Board of Trustees at its December meeting or before. The process from Curriculum Committee approval to the Board meeting takes about eight weeks if there are no problems along the way.
- For the 2019-2020 academic year, Catalog publication is set for March 2019. See the appendix below titled Curriculum Review, Publication Timeline, and Criteria for more information.

### **Strategic Goal 6: Demonstrate Effective Planning Processes**

#### Accreditation Preparation

- **Mark your calendar!** On October 31, an on-campus information and accreditation training session will be presented by ACCJC Vice President Gohar Momjian in CSS 217. Everyone in the college community is encouraged to attend the first hour, 12:30-1:30 p.m., during which Dr. Momjian will present ACCJC's current "systems approach" to institutional self-evaluation. Following the general session, Dr. Momjian will spend time with each Standard committee individually to help guide the revision process.
- Standards committees are currently working on revisions of their "drafty drafts" based on meetings with accreditation co-chairs in late September.

#### Budgeting

- The District Budget Advisory Council (DBAC) subgroup continues to work through the 2019-2020 budget allocation model (BAM) revisions. The draft BAM foundational principles have been presented to Norco College's Business and Facilities Planning Council (BFPC) and Institutional Strategic Planning Council (ISPC), with feedback from these planning councils provided to the DBAC subgroup.
- Business Services will be completing the Norco College Quarterly Budget Performance Report, which is a retrospective view of the first fiscal quarter of 2018-2019. The report will be presented at the next BFPC meeting on October 9.

#### Facilities Master Plan (Buildings/Space + Landscaping)

- The Facilities Master Plan update proposals have come in, and a review team will be evaluating them in the coming weeks, with an anticipated notice of selection from the Board of Trustees in November.

#### Organizing around Our Schools

- The College will be working with InsideTrack on the last phase of its consulting contract to help put into practice the Schools' new success teams.

#### Prioritization (Supplies and Equipment, Staff, Technology, Facilities)

- At the end of September, the management team met for a two-hour work session to discuss the College's prioritization process.

#### Scheduled Maintenance Planning

- The Facilities Maintenance and Operations team is assessing the College's mechanical/electrical/plumbing systems, fire systems, and other scheduled maintenance needs in order to inform our five-year scheduled maintenance plan with the state. This work is driven by the College's 2017 facility condition index and assessment which, coupled with the institutional knowledge of our maintenance teams, evaluates the physical plant mechanical and building systems.

#### Strategic Planning

- College students, staff, faculty, and managers, along with community partners and others, gathered on September 27 for a leadership retreat focused on addressing the big question: What do the people we serve need the College to be? President Reece presented information about the Big Us Plan, which is the framework for the Educational Master Plan. In breakout sessions looking at nine goals from the plan, participants shared ideas and discussion about what can be done in one, five, and twenty years.

#### Traffic

- In the next BFPC meeting on October 9, College Police will be discussing the parking lot utilization data collected during the first month of the fall term so the data can help guide decision-making as we look to best serve the parking needs of our campus community.

### **Strategic Goal 7: Strengthen our Commitment to our Employees**

Hiring, Equity, and Personnel

- **Celebrating our Mustang family!** During College Hour on October 2, President Reece, assisted by Dr. Samuel Lee, vice president of Academic Affairs; Dr. Michael Collins, vice president of Business Services; Dr. Kevin Fleming, acting vice president of Strategic Development; and Mark DeAsis, acting vice president of Student Services, introduced new employees and colleagues who have moved into new positions. Congratulations, all!

#### Professional Development

- The Leading from the Middle team (LFM), Teaching and Learning Committee (TLC), and the Professional Development Committee (PDC) are working on a proposal for a new professional development approach at the College. The College has committed to initial funding of \$10,000 to support faculty professional development that is not otherwise supported by grants.
- **Hey, Look!** A Student Equity Conference, sponsored by Norco College, Moreno Valley College, and Riverside City College, will take place Friday, October 26, from 8:00 a.m. to 3:00 p.m. at the Riverside Convention Center. Three seats are put aside for faculty from each of the four Schools, and an additional three seats are available for interested part-time/associate faculty. For more information, see the October 2 or October 4 email from Dr. Timothy Russell, co-chair of the Professional Development Committee, titled "Student Equity Conference (October 26<sup>th</sup>)." Those interested in attending are asked to send an email to [timothy.russell@norcollege.edu](mailto:timothy.russell@norcollege.edu) by Tuesday, October 9, with this information: your name; your School at Norco College; whether you are full time or part time faculty; whether you have completed the online CORA course, Teaching Men of Color at Community Colleges; whether you have attended an equity-related conference in the past two years.

#### Appendix: Curriculum Review, Publication Timeline, and Criteria

The District has established the following curriculum review, publication timelines, and criteria, beginning with the 2018-2019 academic year, to support and facilitate the goal of earlier enrollment windows for students. The full [memo regarding curriculum review and publication timelines](#) from Dr. Susan Mills, District vice chancellor for Educational Services, is available on the [Curriculum Committee's webpage](#).

## Curriculum Review, Publication Timeline, & Criteria

Curriculum Proposal Types Which May Be Included in Addendums	<ul style="list-style-type: none"> <li>New courses</li> <li>Course Inclusions</li> <li>New programs</li> <li>Elective additions to existing programs</li> <li>Modifications to non-program applicable (stand-alone) courses</li> </ul>
Addendum to the 2018-2019 Catalog (must meet criteria above)	<pre> graph LR     A[Curriculum Review Process] --&gt; B{Board of Trustees Approval Jan 2018-Jun 2018}     B --&gt; C[Addendum to 2018-2019 Catalog Published Oct. 2018]     C --&gt; D[Winter 2019 &amp; Spring 2019 terms Courses in 2018-2019 addendum can begin to be offered]     D --&gt; E[WIN/SPR 2019 Priority Reg begins Nov 2018]             </pre>
2019-2020 Catalog	<pre> graph LR     A[Curriculum Review Process] --&gt; B{Board of Trustees Approval Aug 2018-Dec 2018}     B --&gt; C[2019-2020 Catalog Published Mar. 2019]     C --&gt; D[Summer 2019 &amp; Fall 2019 terms Courses in 2019-2020 catalog can begin to be offered]     D --&gt; E[SUM/FAL 2019 Priority Reg begins May 2019]             </pre>
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