NORCO COLLEGE

REGULAR UPDATE

Regular.Update@norcocollege.edu
Regular Update Archive

May 22, 2020

Mission Statement
Norco College inspires a diverse student body by an inclusive innovative approach to learning through its pathways to transfer, professional, career and technical education, certificates, and degrees. We are proud to be a pivotal hub for scholarship, arts and culture, dynamic technologies, and partnerships. Norco College encourages self-empowerment and is dedicated to transforming the lives of our students, employees, and community.

Hello, Mustangs!

Upcoming Deadlines, Due Dates, and Key Calendar Events	
May 26	General student registration for summer begins. Priority student registration began May 18.

Here is a list of quick links for COVID-19 information, updates, and resources:
   Norco College Online
   Basic Needs Resource Guide for Students
   RCCD COVID-19 Information Page
   California Community Colleges Chancellor's Office COVID-19 Updates

2030 Goal 12: (Resources) Develop innovative and diversified resources to build and sustain a comprehensive college and achieve our visionary goals.

- On May 14, Governor Gavin Newsom released the 2020-2021 "May Revise." For information on this expected budget revision and its impact on community colleges, see the May 18 nor-all email from Dr. Michael Collins, vice president of Business Services, with the subject line, "Budget Update--Governor's 2020-21 May Revise."

2024 Objective 12.4: Develop 30% of overall budget from non-general fund revenue sources

- The Coronavirus Aid, Relief, and Economic Security Act (CARES Act), enacted on March 27, allows higher education institutions to use certain funds allocated by the Department of Education to support students and higher education institutions with expenses and financial needs related to the coronavirus (COVID-19) pandemic. Norco College will receive the following allocations:

$1,761,528	Emergency funding for students
$1,761,528	Institutional funding
$ 231,900	Minority Serving Institutions funding
$3,754,956	Total

  For information, such as which students qualify for funding, how institutions can expend their allocation, and how allocations were determined, visit the FAQs section of this CCC Chancellor's

[Office webpage on the CARES Act](#). RCCD has formed a task force to discuss how the institutional portion of the CARES Act funds should be distributed. This task force will provide recommendations for review by Chancellor Wolde-Ab Isaac.

Strategic Direction 1: Student Transformation

2030 Goal 1: (Access) Expand college access by increasing both headcount and full-time equivalent students (FTES).

2024 Objective 1.4: Increase capture rates from feeder high schools by 4% annually

- The College sent 4,280 email letters to all Corona-Norco Unified School District graduating seniors welcoming them for fall 2020, along with a Special Programs brochure as well as Promise Program information and an application.

2030 Goal 2: (Success) Implement Guided Pathways framework.

- Commencement 2020 is just around the corner! For information, visit the [Commencement webpage](#), which will be updated as more details become available.

2030 Goal 3: (Equity) Close all student equity gaps.

- A total of 1,968 applications were submitted for the CARES Act funding at Norco College. Of those, 1,139 were eligible and received a $500 grant on May 21. The total amount disbursed will be $569,500. The College will offer another application and disbursement in summer and fall 2020:

  > Summer Timeline
  >> Application Open: June 15-26
  >> Application Analysis: Week of June 29
  >> Disbursement: July 9
  >
  > Fall Timeline
  >> Application Open: August 31- September 11
  >> Application Analysis: Week of September 14
  >> Disbursement: September 24

  The College is also accepting applications now from students who were not eligible for federal CARES Act funding. Applications are available through WebAdvisor. These grants will be supported by Student Equity and other funds.

2024 Objective 3.1: Reduce the equity gap for African American students by 40%

- Norco College Umoja student Fred Ekuban was one of six student speakers participating in the [Umoja Statewide Student Townhall](#) on May 15. Sean Davis, assistant professor of counseling, and Anita Bailey, student success coach, assisted as moderators for breakout rooms throughout the discussion. The Umoja team is extremely excited and proud that Fred had this opportunity to represent himself, Norco, and the Umoja Program!

2030 Goal 4: (Professional Development) Implement professional development around Guided Pathways and equity framework; foster a culture of ongoing improvement.

- Discussions are underway (and/or being scheduled) with leadership from the Academic Senate, Teaching and Learning Committee, Professional Development Committee, CSEA, Executive Cabinet, and Management Leadership Association to discuss the future structure of Norco College's Professional Development efforts/groups to ensure collaboration, efficiency, and synergy.

Strategic Direction 2: Regional Transformation

2030 Goal 5: (Workforce and Economic Development) Reduce working poverty and the skills gap.

    2024 Objective 5.4: Establish the Center for Workforce Innovation to create and expand apprenticeships and work-based learning opportunities

- On May 13 there was a meeting with the Naval Surface Warfare Center to discuss a potential partnership for programs and workshops with the Center for Workforce Innovation.

2030 Goal 6: (Community Partnerships) Pursue, develop, and sustain collaborative partnerships.

- Dr. Monica Green, Norco College president, and Marisa Yeager, director of government relations, initiated a series of meetings with local government and civic officials to go over legislative priorities under the themes of access and affordability, success, and facilities: The Higher Education Act reauthorization and CalGrant reform, foster youth and student housing, veterans education, education for incarcerated and formerly incarcerated program, Deferred Action for Childhood Arrivals (DACA), mental and psychological services, LGBTQ student program, career training education—clinical placement, Guided Pathways, high school partnerships, workforce for the twenty-first century, and facilities projects.
- Norco College is excited to partner with the Naval Sea Systems Command (NAVSEA) and create opportunities for the local economy through the Inland Empire Tech Bridge. Click here to read more.

    2024 Objective 6.3: Expand partnerships with regional veterans' services and support organizations

- A 10th community college in the region (of 12 colleges in the region) is now uploading courses to the Military Articulation Platform (MAP).

    2024 Objective 6.5: Position the college's image and reputation as a leading academic institution in the region

- Dr. Monica Green, Norco College president, recorded a 2.5-minute video update that was included in the external newsletter and sent to local community members, partners, chambers, school districts and city council members. Dr. Green will ask that the video be put on the agendas so that our partners know the latest and maintain a connection.
- *Your input is requested!* Our brand has not been updated since the college's inception in 2010, and the Marketing Committee has been working for two years taking a comprehensive look at past brand and marketing tactics and materials, our student enrollment data and demographics, as well as our community landscape. The committee conducted multiple focus groups and received 613 surveys from internal and external stakeholders. We are asking that you invest a moment to watch this video and then take a brief survey, so we can gain your input on the proposed visual mark.
- The District Strategic Communications office is rolling out a digital summer/fall enrollment and awareness marketing campaign May 18 through the end of June.
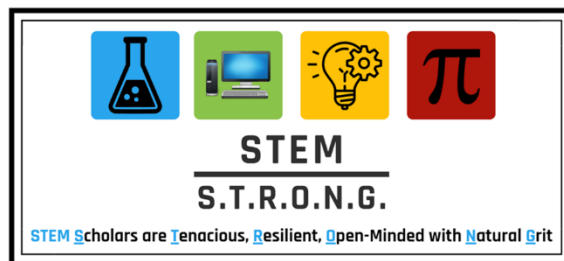
Strategic Direction 3: College Transformation

2030 Goal 7: (Programs) Become the regional college of choice by offering a comprehensive range of programs that prepare students for the future and meet employer workforce needs.

    2024 Objective 7.1: Develop comprehensive breadth of academic programs

- The College's NASA SUITS team is planning to present its work online to the NASA SUITS leaders at NASA's Houston Space Center in mid-June. Check out the Norco NASA SUITS Instagram page: https://www.instagram.com/NorcoNasaSuits/.

- In support of STEM students, STEM counselor Brittnee Quintanar designed a STEM STRONG image. For information about STEM programs, including links to pages for events as well as internship and scholarship opportunities, alumni mentors, and much more, visit the STEM webpages.

2024 Objective 7.3: Develop and implement plan for noncredit and noncredit-enhanced programming

- Norco College will offer two noncredit certificates this summer: Workforce Essentials and Financial Literacy. These asynchronous online programs will provide student and community participants with no-cost training to support development of career skills. The Workplace Essentials certificate will consist of four courses including skill development in critical thinking, business writing, communications, and time management. The Financial Literacy certificate includes both personal finance and planning.

2024 Objective 7.6: Build and support student services to foster student engagement, wellness, and success in the classroom and outside the classroom

- Student Services is exploring various platforms to support students in the online environment, including platforms for texting with students, queue management, student onboarding support, and case management.

2024 Objective 7.7: Build and support academic support services to improve student success

- The Norco College Library continues to serve the learning needs of students in the online academic learning environment! College librarians are available online via chat during regular library hours: Monday-Thursday 7:30 a.m.-8 p.m.; Friday 7:30 a.m.-4 p.m.; Saturday 9 a.m.-2 p.m. You can also chat with a librarian 24 hours a day, seven days a week. In addition, some textbooks and course materials are available online, and you may also be able to locate Open Educational Resources (OER) for your classes.

- The Learning Resource Center (LRC) tutoring and supplemental instruction (SI) continue to provide academic support services to students! LRC drop-in and appointment tutoring is available online, via ZOOM, Monday-Thursday: 9 a.m.-8 p.m., Friday 9 a.m.-4 p.m., and Saturday: 9 a.m.-2 p.m. Click on these links for drop-in schedules (no appointment necessary): Math and Science Success Center, STEM Center, Writing and Reading Center, General Tutoring Center. Click here for the link to make an appointment with a tutor. All SI sessions also are conducted online at their scheduled times via Zoom. Click here to view the SI schedule and find the access link for each SI session.

LRC Student Contact Hours

	NetTutor	Appointments	Drop-Ins	SI
2/18 - 3/15	38.32	67	1772	379.85
3/16 - 4/8 (Zoom or Online)	91.38	108	17.1	79
4/13-4/18	10.7	60	31	78
4/20-4/25	15.9	59	31	118
4/27-5/2	17.1	48	45	121
5/4 - 5/9	25.4	50	58	109
5/11 - 5/16	44.8	48	36	108

2030 Goal 8: (Effectiveness, Planning, and Governance) Develop institutional effectiveness and integrated planning systems and governance structures to support ongoing development and continuous improvement as we become a comprehensive college.

2024 Objective 8.1: Make program, student, and effectiveness (including assessment) data available, usable, and clear so critical data is visible in real time

- The Office of Institutional Effectiveness (IE) has started using infographics to present research findings. Infographics are usually a one- to three-page presentation of the most salient findings in a research project using both words and pictures. Infographics will not be replacing the regular research reports that the Office of IE will continue to produce, but they will be available for those who want an easier way to digest research. An example is the infographic of the Student Access to Technology Survey, which can be found here.

- On May 27, 10-11 a.m., join Dr. Greg Aycock, dean of Institutional Effectiveness, and Caitlin Welch, acting research and assessment manager, for *Data Magic* to learn where and how to find useful data and dashboards quickly on the Norco College website. Over the past few years, the Institutional Research website has upgraded dashboards and other sources of available data that might assist you in your job. The workshop will focus on one or two tools that can help you make your own "data magic," and there will be plenty of time for questions and answers. To register and receive a Zoom meeting invitation, email Research@NorcoCollege.edu.

2024 Objective 8.2: Develop integrated planning processes that include all planning, accreditation self-study, resource allocation, and alignment with district and statewide plans based on the college mission and plans

- A districtwide task force has been established to discuss and plan for the safe return to our colleges. Representative faculty, administrators, classified professionals, and students serve on the task force with multiple focused workgroups. Districtwide announcements are forthcoming.

2024 Objective 8.3: Revise governance process—formalize all unwritten governance processes for more effective implementation of the Educational Master Plan

- Academic Senate and ISPC continue to discuss a revision to our strategic planning structure. The May 20 ISPC agenda sent to nor-all (May 19 at 1:42 p.m.) includes a Rationale and Scope document with draft charges for the proposed College Council and four proposed leadership councils.

2024 Objective 8.4: Develop, evaluate, and monitor our governance, decision-making, and resource allocation processes on the basis of the college mission and plans

- All Norco College strategic planning committees and standing committees of the Academic Senate have been engaged in discussing the annual Survey of Effectiveness to evaluate and ensure continuous process improvement. Committees involved include Assessment, Program Review, Curriculum, Professional Development, Library Advisory, Teaching and Learning, Academic Planning Council, Grants, Marketing, Technology, Safety, ASNC, ISPC, BFPC, and Diversity, Equity and Inclusion (formerly Legacy).

2030 Goal 9: (Workplace/Employees) Expand workforce to support a comprehensive college and develop/sustain excellent workplace culture.

2024 Objective 9.2: Develop systems and provide resources to preserve and foster a positive workplace culture for all constituent groups including full-time faculty, part-time faculty, classified professionals, student workers, and managers

- In a nor-all email of May 11 with the subject line, "Congratulations to our service awards recipients," Dr. Monica Green, college president, recognized 40 employees celebrating over 510 years of service. Dr. Green stated, "Your achievements are celebrated and I extend a heartfelt thank you for your commitment to this institution." Everyone is invited to watch and enjoy this commemorative video montage: https://www.youtube.com/watch?v=WpSfVBpG82I.

2024 Objective 9.3: Develop culture that recognizes/thanks employees on regular basis and celebrates college's successes

- The week of May 18-22 is Classified School Employee Week! "This week we honor and celebrate the contributions of our classified professionals virtually," stated Dr. Green in her nor-all email of May 18. "Our greatest asset at the college is our employees. Our classified professionals serve critical roles in ensuring course schedules are set and posted, grounds are clean and buildings maintained, students discover their path and stay on their path, payments and payroll are processed, students feel supported in every way possible, and so much more . . . . May you be proud of the work you do and the difference you make!" In celebration of classified professionals, a special video was shared via nor-all email and a gift card raffle was held each day during the week. Thank you, classified professionals, for everything that you do!

- Congratulations to Michael Bobo, assistant professor of humanities, who is Norco College's [Mustang of the Month](#) for May! Michael is recognized as an amazing advocate for faculty and students, especially with respect to online education. Not only is he a dedicated and excellent instructor, but also he is a wonderfully collaborative and engaging leader. Congratulations, Michael!

- Do you know someone who exemplifies the Norco College Core Commitments? *Nominate that person for Mustang of the Month!* For more information and a link to the nomination form, click [here](#).

- Please welcome Carlos Vasquez, who has joined Norco College as interim apprenticeship director! Carlos has a rich and diverse background in economic and workforce development, most recently as director of workforce and economic development with the Coalition for Responsible Community Development. In that role, Carlos helped establish an America's Job Center (AJCC) at LA Trade Tech. AJCCs provide employment and workforce development services, soft skills, support services, short term trainings, financial coaching, and workshops on

business development, business expansion, and entrepreneurship. Carlos is a resident of Eastvale and has three children who are attending or have graduated from Norco College.

- Welcome to nine new Norco College faculty/assistant professors, beginning fall 2020! These appointments were approved by the Board of Trustees on May 19.
    - o Alpay, John   business administration (Law)
    - o Camacho, Steven   English
    - o Delgado, Ricardo   mathematics (STEM)
    - o Drainville, Jacob   anatomy and physiology
    - o Doucette, Eric   business administration
    - o Hernandez, Lisa   English
    - o Jimenez, Kiandra   English
    - o Jimenez Hernandez, Norma   psychology
    - o Ruiz, Jessiah   computer science/computer information systems

FACULTY NEWS

Thanks to Dakota Mattson, associate faculty in English, for compiling Faculty News!

- Rex Beck, professor in business and logistics management, wishes to announce that the Institute for Supply Management renewed his qualification as a Certified Professional in Supply Management. His qualifications are renewed until August 2023. Congratulations, Rex!

2030 Goal 10: (Facilities) Build a comprehensive and inspiring campus integrated into the region that serves as a destination for education, commerce, life, and the arts.

2024 Objective 10.6: Develop plans and strategies to capitalize on state facilities funding to maximize local project funding availability

- The District's Five-Year Capital Construction Plan was presented and discussed at the District Strategic Planning Council on May 15. This plan must be approved by the Board of Trustees, then submitted to the state by August. The plan includes Norco College's Library/Learning Resource Center (LLRC) final project proposal (FPP), along with the College's STEM building, Welcome Center, and Social and Behavioral Sciences building as initial project proposals (IPP). The LLRC FPP is targeted for consideration in the 2022-2023 state budget.

2024 Objective 10.13: Develop and implement plans for off-campus facilities for instructional purposes

- On May 13, Dr. Monica Green, college president, presented to the President's Advisory Board a preliminary report of a secondary location analysis that will eventually be an addendum to the Facilities Master Plan.

2030 Goal 11: (Operations) Implement professional, intuitive, and technology-enhanced systems.

- The College is moving forward with implementation of Etrieve, an electronic time-keeping and reporting system. Business Services has piloted the system with great success, and the tool is now ready for collegewide implementation. Training of users is critical, as is ensuring all users have proper access. Much work has been done to ensure a seamless implementation, with great thanks to Lenny Riley, instructional technology specialist, and Esmeralda Abejar, director of college business services, leading the Etrieve implementation. Please see the Zoom training dates and times; invitations are sent out to the specific areas for the training. It is planned to have all college areas trained and using Etrieve by June 1.
    - o <u>Time Keepers</u>
      Thursday, 5/7, 10:00 a.m.-11:00 a.m., 2:00 p.m.-3:00 p.m.
      Friday, 5/8, 2:00 p.m.-3:00 p.m.
    - o <u>Managers</u>
      Monday 5/11, 2:00 p.m.-3:00 p.m.

Wednesday 5/13, 10:00 a.m.-11:00 a.m., 2:00 p.m.-3:00 p.m.
Friday 5/15, 2:00 p.m.-3:00 p.m.
- o <u>Strategic Development</u>
  Monday 5/18, 10:00 a.m.-11:00 a.m., 2:00 p.m.-3:00 p.m.
- o <u>Student Services/Food Services</u>
  Wednesday 5/20, 10:00 a.m.-11:00 a.m., 2:00 p.m.-3:00 p.m.
  Friday 5/22, 2:00 p.m.-3:00 p.m.
  Wednesday 5/27, 10:00 a.m. -11:00 a.m., 2:00 p.m.-3:00 p.m.
- o <u>Academic Affairs</u>
  Friday 5/29, 10:00 a.m.-11:00 a.m., 2:00 p.m.-3:00 p.m.
  Monday 6/1, 10:00 a.m.-11:00 a.m., 2:00 p.m.-3:00 p.m.