

**Norco College**  
**Annual Open Dialogue Session**  
**June 3, 2015, 1-2pm**

Attendees:

Ms. Natalie Aceves, Educational Advisor, Transfer Center  
Ms. Wendi Alcazar, Instructional Department Specialist  
Dr. Greg Aycock, Dean, Institutional Effectiveness  
Ms. Melissa Bader, Associate Professor, English  
Mr. Emile Bradshaw, Tutorial Services Technician  
Ms. Celia Brockenbrough, Professor, Library Services  
Mr. John Coverdale, Professor, Computer Information Systems  
Dr. Diane Dieckmeyer, Vice President, Academic Affairs  
Ms. Ashley Etchison, Employment Placement Coordinator  
Dr. Kevin Fleming, Dean of Instruction, CTE Programs & Grants  
Dr. Arend Flick, Professor, English  
Ms. Beth Gomez, Vice President, Business Services  
Ms. Tricia Hodawanus, Administrative Assistant III  
Ms. Ruth Jones-Santos, Administrative Assistant II  
Ms. Ruth Leal, Instructional Production Specialist  
Mr. David Mills, Associate Professor, English  
Ms. Ana Molina, Administrative Assistant II  
Ms. Colleen Molko, Associate Dean, CTE/Project Director NSF (INT)  
Dr. Barbara Moore, Associate Professor, Biology  
Mr. Damon Nance, Dean, Technology and Learning Resources  
Dr. Gustavo Ocegüera, Associate Dean, Grants & College Support Programs  
Dr. Diane Palmer, Assistant Professor, Humanities  
Dr. Paul Parnell, President  
Ms. Elena Santa Cruz, Grants Administrative Specialist  
Mr. Walter Stevens, Professor, Theater Arts  
Dr. Jim Thomas, Professor, Construction Technology  
Mr. Jefferson Tiangco, Instructional Technology Specialist  
Ms. Diann Thursby, Accounting Services Clerk  
Dr. Deborah Tompsett-Makin, Professor, Political Science  
Ms. Caitlin Welch, Institutional Research Specialist  
Ms. Debra Creswell, Executive Assistant to the President (recorder)

## EXECUTIVE SUMMARY

The purpose of this meeting is to allow faculty, staff and administrators to discuss topics of their choosing. It is an opportunity to bring up questions, concerns, ideas, etc., with no set agenda. The following is a summary of the topics of discussion during the open dialogue session.

### **Open Dialogue Meeting Preparation and Follow-up**

It was requested that in the future a bulleted summary of what has been accomplished through the year at ISPC be distributed prior to the open dialogue meeting, as well as the executive summary from the previous year's open dialogue session. It was also recommended that open dialogue meeting results from the previous spring be discussed at the first ISPC meeting of the fall semester. The topics from last year's meeting were read from the website, however participants were encouraged to not feel confined to those topics.

### **Software License Purchases & Program Review Processes**

There seems to be a problem with software programs and licenses that have been purchased at great expense and never used. This year Norco College has spent \$1.1 million on software and licenses. One solution is for departments to test software viability before purchasing multiple licenses. Since there is no formal oversight to software/license purchases, another solution would be to include in the program review process. If this happened, each license purchase would need some type of narrative outlining outcomes which should include the impact on student learning.

A faculty member stated that the program review process is confusing. If more information is provided about what is expected in program reviews, there might be better faculty buy-in and participation. The template is not user friendly, and the changes made for the 2014-15 program reviews was not clear. There was brief discussion on the pros and cons of a Word template versus a form document. A Word document is customizable, whereas a form document is not, but may be easier to use (no formatting issues). For perspective, it was stated that Norco College has a great reputation in the district for program review. Although there may be frustration with existing processes, it was noted that Norco College has greatly improved program review processes over the past few years.

### **Faculty Advising**

The purpose of faculty advising would be to help students make decisions on career pathways related to specific discipline areas of teaching faculty. This potentially could help reduce the load on counselors who are presently over-burdened. It is not to take the job of counselors, but share the load in areas of faculty expertise. One logistical issue is making faculty office locations and hours easily accessible so that staff members can direct students. The new facilities reservation system, 25Live, will have the capability to list faculty office hours and locations. Staff would need to receive training on how to determine whether to send a student to a faculty member or to counseling. Faculty requested more information on job placement and other student services.

## **Budget**

The Legislature has allotted 3.9% for Restoration of Access (formally called Growth) which is higher than anticipated. This restoration has now caused Norco College to focus on how to generate more FTES. With increased funding, the question was asked whether staff positions will be added. Some have been added with SSSP funding and other positions outside of Student Success are under consideration, using the prioritization lists. There are several unknowns related to availability of resources including exact amount the budget will increase, and the results of the contract negotiations including increases in salaries and health benefits which will impact increases to the budget. A priority of administration is to continue institutionalizing positions incrementally using general fund that are presently grant funded. Classified staff members don't completely understand the process of funding positions. The information is not widely known if you're not on ISPC. Dr. Parnell indicated that the soon-to-be released year-end memo should be clearer this year.

## **Accreditation Cycle and Standards**

At present, the forthcoming events in the accreditation cycle are a follow-up visit during the first week of November 2015 and a mid-term report that will be due in two years. The regular cycle for comprehensive visits is every seven years. Newly revised accreditation standards have been adopted by ACCJC and college workshops will be given in the fall on the changes.

Some of the changes include:

- Student learning outcomes data being disaggregated by ethnicity
- Clarification on requirements for multi-college districts
- The role of the president
- The use of data and metrics
- Use of SLO assessment as part of performance evaluation of academic administrators
- Greater emphasis on institution-set standards

An institution-set standard is a level set by the college that indicates a floor for institutional outcomes. For every institution-set standard, there needs to exist a plan to address what will happen if an outcome falls below the standard. Institution-set standards originated from the Department of Education, but are now part of ACCJC standards. They were part of the exit report for the last comprehensive visit, but did not rise to the level of a recommendation.

## **Other Various Statements/Short Conversations**

Diversity Award: There was a question as to why no Diversity Award was given this year. No one was certain, but the Legacy Committee will follow up.

Honors Program: Because students are still unaware of the program, information on the Honors Program should be distributed better. Qualifying students receive a letter stating they qualify, but this doesn't seem to be generating many inquiries. Another way to distribute information on Honors is through a banner on Norco College's home page. One of the best ways to build the program is by word of mouth.

Dean's List: A Dean's List to acknowledge high GPA exists, but it is not published anywhere. The students on the list are informed by mail.

Career Pathways Trust Grant: The impact to Norco College will be: new staffing positions, instructional equipment funds, and connecting Norco College to 28 high schools.

The meeting was adjourned at 2pm.