



Institutional Effectiveness & Governance Council

Minutes for February 22, 2024

Time: 12:50 pm to 1:50 pm

Location: CSS*217

Meeting Participants

Committee Members Present

Dr. Greg Aycock, Ms. Caitlin Busso, Dr. Greg Ferrer, Dr. Tenisha James, Dr. Nancy Quinones, Mr. Dan Reade, Dr. Tim Russell, Mr. John Thehumury, and Ms. Leona Vassale

Committee Members Not Present

Dr. Mark Hartley, Ms. Ruth Leal, Ms. Ashlee Johnson, and Mr. Alex Spencer

Guest(s)

Ms. Charise Allingham & Dr. Hayley Ashby

Recorder

Desiree Wagner

1. Call to Order

- (Time 12:52 pm)

2. Action Items

2.1 Approval of Agenda

- **MSC (Mr. Dan Reade / Dr. Greg Aycock)**
- Approved with corrections, 0 Abstentions

2.2 Approval of [November 16, 2023, Meeting Minutes](#)

- **MSC (Dr. Tim Russell/ Ms. Dana White)**
- Approved by consensus, 0 Abstentions

3. Discussion Item

3.1 Program Review: Clarifying the Ranking Process - Training Session

- The committee discussed the “Why”, review the process and the “Role” for IEGC
 - Confusion with the members with the data in the worksheet.
 - Moving away from Rubrics and moving towards guidelines to better assist the council members.
 - Members agreed to provide feedback, attach a rationale and rank if necessary with the majority agreeing to re-rank if needed.
- Outcome: Dr. James and Dr. Aycock will work to generate a draft process to review at our next meeting on March 28, 2024 include: Guiding principles and how they strategically align with our EMP Goals and a process of appeals for items that do not align.
 - EMP goal alignment, Data and Assessment review.
 - Create a sequential ranking of all resource requests in the division with no duplicate rankings.

- The resource requests will go to IEGC for review and discussion.
- Resource requests will then be sent forward to the College Council for consideration.

4. Information Items

4.1 Strategic Enrollment Management (SEM) Plan Update to All Councils - Simultaneous zoom presentation at 1:00PM

- Dr. Carol Farrar provided update on the Strategic Enrollment Management Plan.
 - Shared the plan with all the councils via an all-College Councils zoom meeting, Academic Senate and Academic Planning Council.
 - Feedback closed on Monday, March 11th, 2024.

5. Good of the Order

- Welcome Dr. Nancy Quinones who is transitioning into the new FPDC Co-Chair role for Dana White.

6. Future Agenda Topics

7. Adjournment

- Time 1:51 pm

Next Meeting

Date: March 28, 2024

Time: 12:50 pm to 1:50 pm

Location: IT*111

Spring 2024 Meeting Schedule of IEGC	Agenda Item Request Deadline
March 28, 2024, From 12:50-1:50 PM	5 PM on Thursday, March 21, 2024
April 25, 2024, From 12:50-1:50PM	5 PM on Thursday, April 18, 2024
May 23, 2024, From 12:50-1:50PM	5 PM on Thursday, May 16, 2024

IEGC Purpose

The Institutional Effectiveness & Governance Council (IEGC) coordinates, discusses, and makes recommendations regarding functions, plans, and activities related to mission, academic quality, institutional effectiveness, institutional integrity, leadership, and governance. The IEGC provides leadership and retains responsibility for ACCJC Standards I and IV, while serving as a communication link to the rest of the college regarding strategic and operational matters associated with their assigned Educational Master Plan objectives. The IEGC makes recommendations to the College Council, Academic Senate and the Vice President of Planning & Development.



IEGC Resource Request Review Process

1. Before beginning the initial ranking, each department manager and/or area lead will read the current Planning and Development Program Review to be well informed of EMP goal alignment, Data and Assessment review, etc. This information can be found on the Norco College Program Review Committee webpage:
<https://www.norcollege.edu/committees/prc/Pages/administrative-unit-program-review.aspx>
2. Managers and/or Area Leads should meet with the department and unit members to review and discuss the resource requests for their areas (new and previously unfunded resource requests are brought forward). Managers will then rank each of their area's items in order of importance in program review.
3. All Managers/Area Leads will collaborate to discuss each Planning and Development item individually and create a sequential ranking of all resource requests in the division with no duplicate rankings.
4. The sequential ranking of the Planning and Development resource requests will then be provided to the Norco College Institutional Effectiveness and Governance Council (IEGC) members and placed on the September agenda for review and discussion for a recommendation by the council.
 - Ranking managers may be invited to the meeting to answer any questions from council members as needed.
 - IEGC will discuss resource requests alignment with the strategic directions of the college, budget priorities, or other areas as agreed upon by IEGC for the funding year.
 - IEGC may deem it necessary to change the sequential ranking of resource requests, when this occurs the council will discuss the new ranking, provide written rationale for the change, and vote on the new rank and rationale.
5. IEGC recommendations for Planning and Development resource requests will then be sent forward to the College Council for consideration at their October meeting.
6. The recommendations are then sent to the Executive Cabinet for funding consideration.
7. Deviations by Executive Cabinet from the council rankings should be included in the College President Memorandum.



STRATEGIC ENROLLMENT MANAGEMENT PLAN

PRESENTATION TO
ACADEMIC, STUDENT SUPPORT, RESOURCES, AND
INSTITUTIONAL EFFECTIVENESS & GOVERNANCE
COUNCILS

NORCO COLLEGE
FEBRUARY 22, 2024

AGENDA

- 01 History
- 02 Expected outcomes
- 03 Chapter overviews
- 04 We need YOU

HISTORY

May 2023

Norco College accepted to 2023-24
CCCCO SEM Cohort

June 2023

Reviewed SEM Self-Assessment
Attended SEM Academy

Fall 2023

Explored options and identified SEM format
Developed first draft
Met with Coaches



January 2024

Attended Midpoint Convening
Developed Final Draft

Spring 2024

Seek feedback | Collegewide
Incorporate feedback | Finalize Draft
Meet with Group & with Coaches
Obtain approvals | AC / CC & NCAS
Information Item | other Governance Councils
Send to Executive Cabinet & President
Attend Final Convening of SEM Academy

HISTORY

The Team

Kaneesha Tarrant | Vice President, Student Services

Carol Farrar | Interim Vice President, Academic Affairs

Tenisha James | Vice President, Planning & Development

David Schlanger | Interim Dean, Student Services

Ross Miyashiro | Acting Dean, Enrollment Services

Quinton Bemiller | Dean, Instruction

Caitlin Busso | Institutional Research Specialist

Kimberly Bell | DRC Counselor/LD Specialist *and* Academic Senate President

Patty Worsham | Professor of Business Administration *and* Academic Planning Chair (Chair of Chairs)

Coaches

Erica Biely | Senior Research Analyst | *Allan Hancock College*

Mary-Jo Apigo | Vice President, Academic Affairs | *Los Angeles Pierce College*

Former valued group members

Jason Parks | former interim Vice President, Academic Affairs

Mark DeAsis | former Dean of Admission & Records

Peggy Campo | former Dean of Instruction

EXPECTED OUTCOMES

Holistic

Fulfil Norco College's mission and enable students to efficiently attain educational goals

Guided Pathways

Fully implement the four pillars and make visible within the SEM Plan

Fiscal Responsibility

Maintain adequate resources by intentionally managing elements of the Student Centered Funding Formula (SCFF)



Equity

Achieve equitable outcomes for students through SEM Plan implementation

Integration

Align the work with

- College mission & vision
- College Educational Master Plan
- Other College-level Plans
- RCCD Plans
- CCCCO Plan
- Other framing documents

CHAPTER OVERVIEW

Chapter 1 & 2

Introduction / Overview
Mission / Vision

Chapter 3

Six SEM goals
Strategies

Chapter 4

Enrollment Targets
Schedule Development
SEM Calendar



Chapter 5

Strategic Enrollment Management Workgroup
Membership and charge

Chapter 6

SEM Plan Implementation and Assessment

Appendix

Plans & framing documents
Schedule Development Guidelines & Target Monitoring
Data Review



WE NEED YOU

The plan will be open for feedback through
March 11, 2024.

Questions?

