



Institutional Effectiveness & Governance Council

Meeting Minutes for March 27, 2025 | 12:50 pm to 1:50 pm | New Location: IT*209

Join via [Zoom Link](#) | Meeting ID: 869 6248 8447 | Passcode: 318277

Council Members (total#13)

Ms. Charise Allingham, Ms. Caitlin Busso, Ms. Brooklyn Contrera, Dr. Greg Ferrer, Dr. Mark Hartley, Dr. Tenisha James, Ms. Ashlee Johnson, Mr. Dan Reade, Dr. Tim Russell, Mr. Alex Spencer and Dr. Nancy Quiñones (Vacant: Manager & CPRO)

Council Members Not Present

Dr. Greg Ferrer

Guest(s):

Dr. Hayley Ashby, Dr. Darnell Bing

Recorder: Desiree Wagner

Quorum: # 7

Subject to Brown Act: No

1. Call to Order:

2. Action Items

2.1 Approval of Agenda

- **MSC (Motion- Mr. Alex Spencer /Second- Dr. Mark Hartley)**
- Approved by consensus.

2.2 Approval of [Meeting Minutes](#), Feb 27, 2025

- **MSC (Motion- Dr. Tim Russell /Second- Ms. Charise Allingham)**
- Approved by consensus.

3. Discussion Items

3.1 [College Reorganization Presentation Update](#)

- Reorganization Updates:

Dr. James provided an update on the college's reorganization, including the following changes:

- Athletics will move to the Dean of Instruction's Office effective January 2, 2025.
- The Mesa Program will transition to the Dean of Equity, Inclusion & Engagement effective April 1, 2025.
- The Trio Program relocation is on hold due to funding concerns.
- The Disability Resource Center will shift to the Dean of Student Services effective July 1, 2025.
- The Dean of Technology and Learning Resources will remain in place until July 2025, unless further changes are required.
- Two new programs:
 - College Core will report to the Dean of Student Life.
 - Title V will report to the Dean of Student Services.
 - Both changes take effect January 2, 2025.

Athletics Relocation Discussion:

- Dr. Hartley raised concerns about Athletics moving under Academic Affairs.
- Dr. James explained the decision was based on strong faculty connections and was supported by both the Dean of Instruction and faculty leads.
- Dr. Hartley asked if student-athletes and Student Life were consulted before the decision. Dr. James confirmed they were not, noting that the move was operationally driven.

Impact on Program Review & Councils:

- Concerns were raised about how these changes might affect program review and resource allocation.
- Dr. James assured that the review process would be adjusted to align with the reorganization and that council structures would be updated accordingly.

Feedback & Communication:

- Dr. James acknowledged concerns regarding communication and committed to working with Dr. Doussett to gather and share feedback, particularly regarding Athletics' move.
- This information will be presented at the College Council.
- Dr. James welcomed Dr. Hartley to attend the College Council meeting to voice his concerns.

3.2 [SPGM 2025-2030 Second Draft Updates](#)

- Dr. James provided an update on the progress of the governance manual, highlighting the following tasks:
 - Addressing grammar issues and reorganizing content for clarity.
 - Updating metrics and incorporating distance education elements.
 - Refining instructions, aligning with new standards, and integrating course modality considerations into the planning framework.

Spring 2025 Presentation & Survey Timeline:

- Dr. James reviewed the Spring 2025 presentation timeline, with Dr. James to present to ASNC tomorrow, March 28, 2025.
- The Mission, Vision, and Core Commitment Survey, will launch on April 1st and remain open until April 18th.
- Initial drafts will be shared at the Leadership Councils on April 24th and at the Academic Senate on May 5th.
- The group discussed the need for feedback and the potential for an electronic vote by the College Council from May 23rd to May 30th.
- Dr. James reviewed the SPGM timeline and emphasized the need for a walkthrough of changes at the next Council meeting.
- Ashlee Johnson suggested:
 - Setting up a continuous feedback form.
 - Creating a master list of institutional procedures.

4. Information Items

5. Good of the Order

5.1 Complete the [IEGC Survey of Effectiveness](#) by March 27th meeting

- The Survey of Effectiveness was also mentioned, with a request for all members to complete it.
- The results will be discussed in the next meeting.

6. Future Agenda Topics

6.1 Data Governance Workgroup Updates

- **Approved by consensus.**

7. Adjournment

Next Meeting: April 24, 2025, **Time:** 12:50pm to 1:50pm, **New Location:** IT*209

Spring 2025 Meeting Schedule of IEGC	Agenda Item Request Deadline
February 27, 2025, from 12:50-1:50 PM	5 PM on Thursday, February 20, 2025
March 27, 2025, from 12:50-1:50PM	5 PM on Thursday, March 20, 2025
April 24, 2025, from 12:50-1:50PM	5 PM on Thursday, April 21, 2025
May 22, 2025, from 12:50-1:50PM	5 PM on Thursday, May 15, 2025

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.



2024 - 2025 Division Re-organization

Updated March 18, 2025



Streamlining resources & enhancing collaboration to create a more cohesive learning environment.



Aligning with Our Mission

Norco College continues to prioritize our goals in student access, student success, and student equity to inform and guide college strategic planning and resource allocation. In the last three years the college has undergone several structural and organizational changes to advance this work.



The Why

The college seeks to bring the college organizational structure into greater alignment in support of our goals in equitable student achievement. Adoption of Strategic Enrollment Management (SEM) Plan brings operational alignment to our strategic goals emphasizing student support through their entire journey.



Holistic Student Support

Academic Counseling & Career Development

Career Academic Pathways Schools

CAP Hour

Continued Equity Integration & Programming



Divisional Strategic Focus

**Vice President,
Academic Affairs**

**Vice President,
Planning &
Development**

**Vice President,
Student Services**

**Vice President,
Business Services**

**Academic
Programming &
Enrollment
Management**

**Equity &
Institutional
Effectiveness**

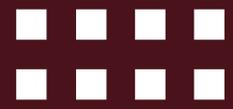
**Scaling
Comprehensive
Student Support &
Access**

**Physical & Fiscal
Resources
Management**



Department Shift

DEPARTMENT	FROM	TO
Dean, Special Funded Program	Student Services	Planning & Development <i>Effective Jul 1</i>
Dean, Technology & Learning Resources	Academic Affairs	Student Services <i>Effective Jan 2</i>



Department Shift Rationale

Library & Academic Support

- Standard of Care Model includes Counseling, Educational Advisors, and Tutors for student success.
- Enhanced collaboration enables strategic, integrated support services for all students.
- Librarians and Counseling join to support Career and Academic Pathways across divisions.
- Student Services leads scaling of the Standard of Care model.
- Writing and Reading Center stays under Dean of Instruction.

Special Funded Programs

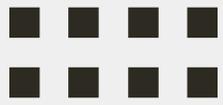
- Reorganization consolidates programs for disproportionately impacted students into one division for collaboration and capacity building.
- Planning and Development lead equity and institutional effectiveness efforts.
- Aligning equity affinity and special funded programs enhances collaboration, access, and resource efficiency.
- Equity affinity programs share many of the same students.
- Leverage capacity for personalized services to close success gaps.



Program Shift

*Updated March 18, 2025

PROGRAM	FROM	TO
Athletics	Dean, Student Life	Dean of Instruction <i>Effective Jan 2</i>
*MESA <i>Effective Apr 1</i>	Dean of Instruction	Dean of Equity, Inclusion, & Engagement
TRIO (SSS) <i>Hold</i>	Dean, Equity	Dean, Special Funded Programs
TRIO (UB) <i>Hold</i>	Dean, Enrollment	Dean, Special Funded Programs
Disability Resource Center	Dean, Special Funded Programs	Dean, Student Services <i>Effective Jul 1</i>



New Programs

College Corps

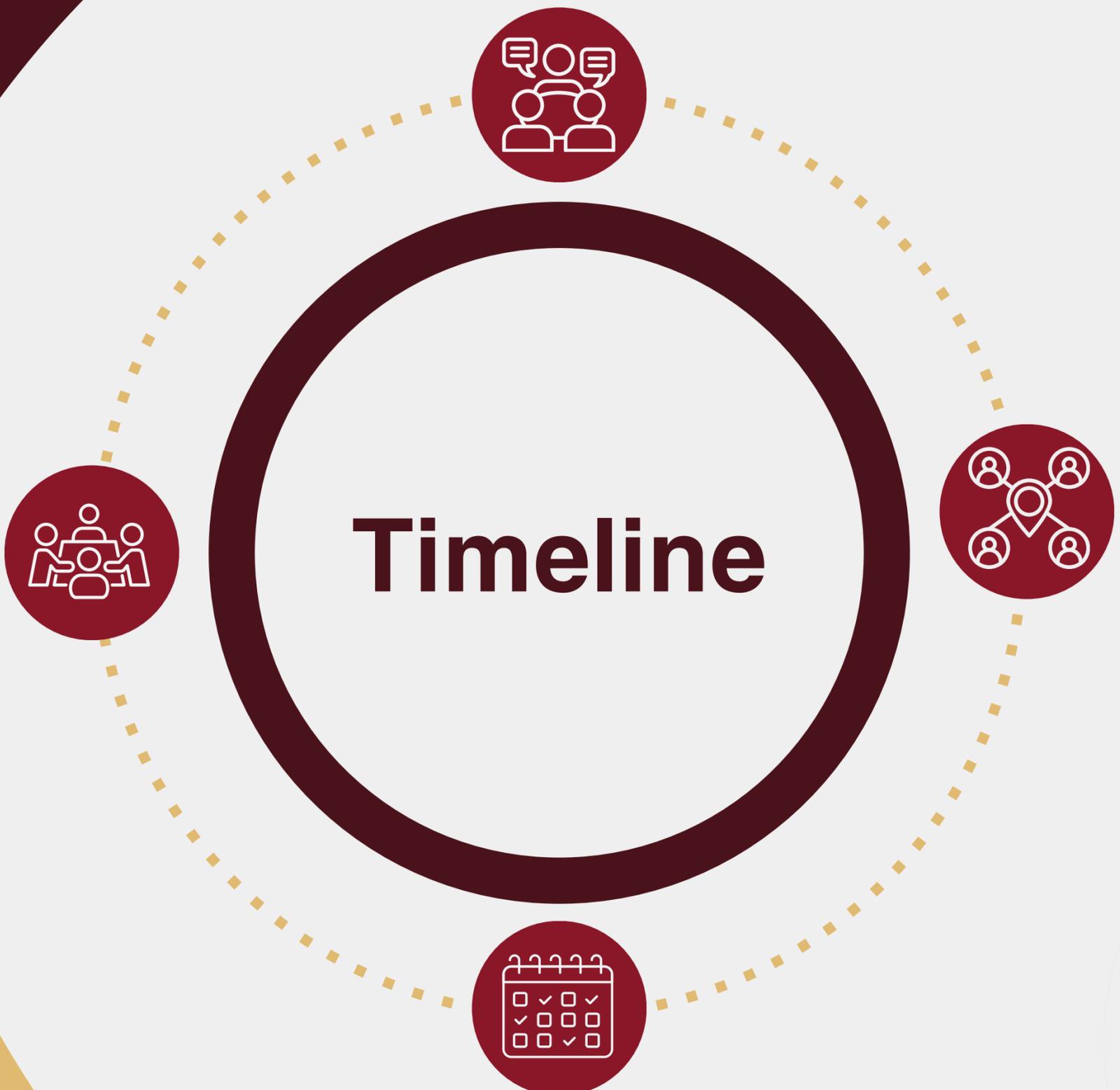
Dean of Student Life

Effective Jan 2

Title V

Dean of Student Services

Effective Jan 2



Timeline

October 2024

- Divisional Administrative Meetings (Completed)

November 2024

- Bargaining Units & Academic Senate Standing Meetings | **Nov 7-12**
- Management Meeting | **Nov 13**
- Academic Senate Meeting | **Nov 18** (Information Item)
- Leadership Council Meetings | **Nov 21** (Information Item)

December 2024

- College Council | **Dec 5** (Information Item)

January 2025

- Partial Implementation | **Jan 2**
- Departmental Discussions | **Jan 2025**

Spring 2025

- Leadership Council Discussion
- Full Implementation | **Jul 2025**

Questions?



NORCO
COLLEGE



2025-2030 Strategic Plan and Governance Manual

Spring 2025 Feedback Overview

1. Grammar including labels and captions for tables and charts
2. Clarity and consistency in language
3. Reorganization of the governance manual
4. Updated metrics
 - a. Distance Education
 - b. Career Pathways alignment to Student Services
5. Missing executive summary in Part 4
6. Clarity in instructions for procedures in alignment with new ACCJC standards
7. Add course modality and DE in planning context
8. Constituency language still missing ... received Senate and ASNC
9. Updated progress chart with KPI language added back in
10. Elimination of redundancies

Spring 2025 Timeline

- ASNC Presentation 03/28/25
- Mission, Vision, Core Commitment (MVCC) Survey 04/01/25 - 04/18/25
- College Council 1st Read 04/10/25
- Leadership Council 1st Read with MVCC 04/24/25
- Academic Senate 1st Read with MVCC 05/05/25
- College Council MVCC 05/08/25
- Academic Senate Vote 05/12/25
- Leadership Council Vote 05/22/25
- College Council Electronic Vote with Senate/Council Recommendations (05/23/25-05/30/25)