

Agenda
Institutional Strategic Planning Council
February 19, 2020
CSS-217 (1:00-3:00pm)

Approval of Minutes:

Approval of Minutes for December 4, 2019

Tri-Chair Report

I. Action Item:

A. List-Serve Proposal (2nd read)

II. Committee Reports

A. None

III. Discussion Items

A. Accreditation Team Preparation (Kris Anderson)

IV. Information Items

- A. Educational Master Plan Next Steps
- B. ISPC Workday Debrief
- C. Technology Plan 2019-2025 Status Report

V. Good of the order

Next meeting March 4, 2020

MISSION STATEMENT (Board Approved December 2019)

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.

ISPC PURPOSE

ISPC is the main coordinating body for all strategic planning at Norco College. The ISPC's purpose is to ensure that all phases of planning and resource allocation at the College emanate from program review, have improvement of student learning as the highest priority, and are driven by the College Mission and the Educational Master Plan.

Institutional Strategic Planning Council
December 4, 2019
CSS-217 (1:00-3:00pm)
Minutes

Members Present: Kris Anderson, Greg Aycock, Melissa Bader (Faculty Co-Chair), Quinton Bemiller, Celia Brockenbrough, Michael Collins, Leona Crawford, Monica Esparza, Monica Green (Administrative Co-Chair), Ruth Leal (Staff Co-Chair), Sam Lee, Virgil Lee, Mark Lewis, Arezoo Marashi, David Mills, Chris Poole

Members Absent: Bryan Medina (ASNC Rep.), Barbara Moore

Guests Present: Araceli Covarrubias, Janet Frewing, Damon Nance

Call to Order: 1:05pm

Motion to move item IIB to the top of the agenda.

MSC (Anderson/Lewis)

Approved.

Approval of Minutes:

Approval of Minutes for November 20, 2019

MSC (Aycock/Anderson)

Corrections: None

Approved. No Abstentions

Tri-Chair Report

The next ISPC Workday is scheduled for Thursday, February 13 9am-3pm the agenda will include: 1) Integration of program review, resource request procedures, and strategic planning cycle and timeline; 2) Define roles/responsibilities of councils, committees, and workgroups; 3) Revision of Strategic Planning Process. Special projects for faculty will be processed as needed.

I. Action Item:

- A. Technology Plan 2019-2025 (2nd read)
MSC (Lee/Lewis) to approve the Technology Plan 2019-2025
Motion amended to approve via electronic vote Monday (Dec. 9)
Council members discussed at length the amount of time members had to review recommended changes before voting.

- B. List-Serve Proposal (1st read)

Kevin Fleming shared an updated proposal highlighting the changes made from feedback from a previous meeting.

Item 2 Non-constituency lists cannot be opt-out of or opt-ed into.

Item 7 Add NC-Staff

Item 9 Schools and Dept. acronyms updated per recommendations

Last sentence: Added in feedback loop for assessment after pilot.

Please provide any additional feedback to Kevin Fleming by February 10.

C. **Prioritization Lists**

Motion to approve the process and accept the work of the prioritization committees

Motion amended to accept the prioritization lists as presented.

MSC (Lee/Mills)

Melissa presented the prioritization lists for faculty replacements and new hires from APC. Council members commented on the process and encouraged the use of data to have initial prioritization followed by more nuanced discussion. Discussions for implementing this approach is in the works.

The question was raised about the role of ISPC in review of the rubrics. The role of IPSC is to review for alignment to strategic goals, logical format, etc.

The council administrative co-chairs from AAPC, BFPC, and SSPC described the process for ranking their proposed prioritization lists.

Technology Committee Staff Co-Chair described the ranking process, lists not provided.

Strategic Development submitted their ranked items however they were not included in the handouts for this meeting, Kevin Fleming described the department process as transparent and inclusive in the absence of a formal council and rubric.

Lists for the Technology Committee and Strategic Development will be added as an addendum to the minutes.

The suggestion was made to post lists to the website.

Approved. 1 Abstention

D. **Resource Request Procedure (1st read) (Sam Lee)**

Sam reviewed the changes made from the discussion as the last IPSC meeting. Council members discussed concerns with Section 2. There was a suggestion to generalize and bring forward item 1 and 2 to ISPC for consideration and consultation. The plan is to bring the document to ISPC for refinement each year. Section 2 needs to be added into the timeline graphic, there will be further discussion on refining this section in executive cabinet for the second read. This item will be added to the ISPC Workday for further discussion and action. Feedback should be directed to Sam Lee by January 30.

II. Committee Reports

The following committee report was received and accepted:

A. **Academic Senate Report**

III. Discussion Items:

A. **Accreditation Team Visit - March 2-5, 2020**

In order to give this item the time and attention it requires, Kris Anderson proposed adding a review of the expectations of ISPC for the upcoming accreditation visit to the February

13 Workday. Kris asked the council to become familiar with Standard IVA and review the ISER before February 13.

The chairs noted to include new faculty members to ISPC in the February 13 workday. These tasks will be included in the homework for the ISPC Workday.

B. Annual Evaluation Report (Greg Aycock)

Greg shared the Annual Evaluation Report with the council reminding members that this is a compilation of the evidence of our procedures and that our evaluation and planning structure were completed.

In terms of accreditation, this is the document to point to that confirms that we are completing our evaluation cycle. It is also a tool for ISPC and college planning councils to evaluate the effectiveness of our planning and decision making process and evaluate the procedure themselves.

The two questions to keep in mind when thinking about this document, 1) what part of the planning process is that procedure evaluating and did we get the feedback needed to evaluate effectively. We had a low response rate in several areas, this is something we need to consider for the future. Greg informed council members on where to find historical data on the website if member wish to go more in depth. Greg outlined positive and negative themes and council members discussed additional instruments to address the issue of response rate and potential survey fatigue. Recommended to make changes to these procedures as our planning model changes, consider how we assess the effectiveness of the outcomes.

Academic Senate brought up the method for surveying, do people who are not in ISPC think ISPC are doing a good job? These are things we need to consider as we are building our new planning model.

IV. Information Items:

A. ISPC Membership

Council members received recommendations from the Senate for the composition of the faculty positions to ISPC. New faculty members will begin their terms in the spring. A request was made to forward the names of the new members for meeting invitations.

B. Norco College 2019-2020 Guided Pathways Update (Melissa Bader)

Melissa presented on the Guided Pathways Framework that we have been implementing. The presentation included a review of the four pillars of Guided Pathways, activities within each pillar, individualized success plans and the accompany data, student success benchmarks, checklist project, community of practice and professional development projects. Melissa shared the six factors of success and next steps.

C. Revised EMP Updates

Monica Green shared a summary of the two changes made after the DSPC meeting on November 22. One was a correction and the other was a modification made to the language of the photonics section. The changes were presented to the council in handouts. The

EMP was presented to the Board of Trustees committee on December 3. Trustees shared concerns about references to a photonics center.

The committee discussed at length whether modifications to the plan can be made without bringing it back through the college process. The suggestion was made to consult with STEM faculty on the modifications. Council members agreed that the modifications can be entrusted to STEM faculty and executive cabinet and that the spirit of the EMP is still present in the document.

D. **General Obligation Bond Measure**

The District approved moving forward with a general obligation bond in the spring. Information was shared on the guidelines the work RCCD employees can legally do on and off the clock. Council members talked about addressing concerns the community may have with distribution of funds. Monica reminded council members that the previous bond helped to leverage state funding that built the Norco College we have today. Concerns were shared about the community connection with the District as a whole and the need to repair the relationships. As a college we cannot go out for a bond, and we are relying on the District to bring it forward. The college stands to benefit greatly from the passage of the bond.

V. Good of the order

- Farewell from Mark Lewis as this is final ISPC meeting.

Meeting adjourned: 3:21pm

Next meeting: February 19, 2019

Minutes submitted by Denise Terrazas

Norco College List Serves Proposal

February 2020

GUIDING PRINCIPLES

Due to “email fatigue” expressed by faculty, too much digital noise, and the flooding of our Inboxes with too many real/perceived irrelevant messages thus drowning our important emails, a restructure of our email lists will serve as our guiding principles and shall:

1. Give employees power and control over which emails they receive
2. Permit flexibility in changing email list serve subscriptions on demand
3. Reduce the number of received emails (if one chooses to do so)
4. Ensure access of relevant information

EMP ALIGNMENT

Goal 9, 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.

Goal 11: Implement professional, intuitive, and technology-enhanced systems

PROPOSAL

1. Naming Convention: Rename all list serves to a uniformed naming convention (NC instead of NOR) in alignment with MVC and RCC. “@lists.rccd.edu” list serve to begin with NC- and end with –DL (distribution list)
2. Employees from existing list serves will be pre-populated to the new list serves upon launch (including NC-DISCUSS-DL). Employees shall have the flexibility to opt-in/out list serves at any time with the exception of constituency list serves (i.e. those listed in #6 below) and NC-PRES-DL.
3. An informational email shall be sent out to all employees explaining the list serves and the opt-in/out process at the beginning of each primary term. Email organizational tips and strategies shall be included.
4. Keep/maintain/rename list serves by constituency group:
 - a. NC-FT-FACULTY-DL@lists.rccd.edu
 - b. NC-PT-FACULTY-DL@lists.rccd.edu
 - c. NC-CSEA-DL@lists.rccd.edu
 - d. NC-STAFF-DL@lists.rccd.edu
 - e. NC-MANAGEMENT-DL@lists.rccd.edu
5. Split NOR-ALL into new list serves by area, sub-community, or interest:
 - a. NC-PRES-DL@lists.rccd.edu: Reviewed/approved by the Office of the President for college-wide matters of strategic/institutional importance (e.g. Regular Update, Safety, accreditation) to all NC employees.
 - b. NC-GOVERNANCE-DL@lists.rccd.edu (ISPC, BFPC, APC, SSPC, Academic Senate, ASNC agendas/minutes/announcements)
 - c. NC-LEARNING-DL@lists.rccd.edu (Assessment, Teaching & Learning, Curriculum, Professional Development, Library Advisory committee agendas/minutes/announcements)

- d. NC-RESOURCES-DL@lists.rccd.edu (Program Review, Grants, Marketing, Safety, Technology committee agendas/minutes/announcements)
 - e. NC-ANNOUNCEMENTS-DL@lists.rccd.edu (e.g. new employees, health/career/transfer fairs, lectures, chili cook off, Corral menu, student club activities, Read2Succeed, Service Awards, newsletters, etc.)
 - f. NC-DISCUSS-DL@lists.rccd.edu: An unmoderated list serve for college-wide open discussion. (E.g. selling girl scout cookies, ranting about the weather, local restaurant recommendations, etc.)
 - g. NC-DIVERSITY-DL.lists.rccd.edu. Diversity, Equity & Inclusion Committee agendas/minutes/announcements)
 - h. NC-DEFACULTY-DL.lists.rccd.edu (distance education – already in existence as NOR-DEFaculty)
 - i. NC-SAFEZONE-DL@lists.rccd.edu (already in existence as NOR-Safezone)
 - j. NC-SSS-DL@lists.rccd.edu
 - k. NC-SSS-RISE-DL@lists.rccd.edu
6. Create new list serves for our four Schools and six instructional departments:
- a. NC-ARTHUM-DL@lists.rccd.edu
 - b. NC-BUSMAN-DL@lists.rccd.edu
 - c. NC-SBS-DL@lists.rccd.edu
 - d. NC-STEM-DL@lists.rccd.edu
 - e. NC-AHWL-DL@lists.rccd.edu
 - f. NC-COMM-DL@lists.rccd.edu
 - g. NC-BEIT-DL@lists.rccd.edu
 - h. NC-SBS-DL@lists.rccd.edu
 - i. NC-MATH-DL@lists.rccd.edu
 - j. NC-SCIKIN-DL@lists.rccd.edu
7. At Norco College, everyone is a professional, therefore the list-serves will not be moderated except for NC-PRES-DL to help minimize email noise.
8. The Office of the President may approve the creation of additional list serves
9. List Serve changes shall be reviewed and assessed by ISPC in spring 2021 for any modifications in alignment with the above guiding principles

District Office support is in place (Information Services & Helpdesk) to pilot direct user subscription capability via LISTSERV Directory after ISPC/college feedback is received and ISPC's approval.

Implementation Timeline: TBD in collaboration with District Office