

Agenda
Institutional Strategic Planning Council
April 22, 2020 (1:00-3:00pm)
<https://cccconfer.zoom.us/j/350306605>

Approval of Minutes:

Approval of Minutes for March 4, 2020

Tri-Chair Report

I. Action Item:

A. ISPC Membership Taskforce Recommendation

II. Discussion Items

A. Strategic Planning Structure (Relationship Chart/Flow of Communication Chart)

III. Information Items:

A. Coronavirus Update

B. Revision of Vice President, Strategic Development Job Description

IV. Good of the order

Next meeting May 6, 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

March 4, 2020

CSS-217 (1:00-3:00pm)

Minutes

Members Present: Kris Anderson, Greg Aycock, Melissa Bader (Faculty Co-Chair), Quinton Bemiller, Rex Beck, Michael Collins, Leona Crawford, Monica Esparza, Monica Green (Administrative Co-Chair), Vivian Harris, Dominique Hitchcock, Ruth Leal (Classified Professional Co-Chair), Sam Lee, Virgil Lee, Arezoo Marashi, Thalia Moore-Shearer (ASNC Rep.), Andy Robles, Sigrid Williams

Members Absent: Chris Poole

Guests Present: ACCJC Visiting Team Members: Kenneth Bearden, Dan Troy, Aaron McVean, Leticia Barajas. College guests: Natalie Aceves, Celia Brockenbrough Mark DeAsis, Daniela McCarson, Gustavo Ocegüera, Tenisha James, Valorie Piper, Sandra Popideu, Caitlin Welch, Gail Zwart

Call to Order: 1:03pm

Approval of Minutes:

Approval of Minutes for February 19, 2020

MSC (Robles/Anderson)

Corrections: None.

Approved. 1 Abstention

Tri-Chair Report

I. Action Item:

A. None

II. Discussion Items

A. 2019-2025 Strategic Plan Key Performance Indicators (Greg Aycock)

Greg provided an overview of what we are measuring, the review period, and the rationale for baseline measures that we will use to see where we are and where we need to be. He noted that we have aligned with district and state metrics in most of the methodologies. Request to note where the data is coming from and the actual numbers for equity reports. This report will be presented each fall to assess the achievement of our EMP and SP.

B. FTES Distribution Plan (Sam Lee)

Dr. Lee reviewed components of the FTES distribution plan highlighting the annual credit resident target FTES for 2018-2021. Question about what data informed the changes as the discipline data. The targets remain the same, and there will be many more in-depth conversations between the chairs and the division deans on how the targets are

adjusted to meet student need. The document targets are not set in stone. Council members discussed at length how the targets are set. Request that the notes be included (i.e. STEM math course offerings).

C. ISPC Membership agenda request from Academic Senate
Faculty have 9 positions would like to have 11 faculty represented by each department. At large – can be used for LIB, CTE, Counseling, would like to use the at-large position as needed.

Suggested to take into consideration as we develop the strategic plan. When are we anticipating regrouping our participatory governance structure, we are hoping for fall, if not spring of 2021.

Faculty are concerned with having the right representation to be a part of the planning of the new strategic planning structures.

An ad-hoc task force was convened to further discuss the request: Monica Green, Quinton Bemiller, Virgil Lee, Melissa Bader, Kevin Fleming, Ruth Leal, and two additional classified professions (TBD).

D. Guided Pathways Scale of Adoption Assessment (Melissa Bader)
Melissa provided a presentation of the scale of adoption at Norco College. See attached presentation.

III. Information Items

A. ISPC Workday Strategic Planning Updates (Monica Green)
Three documents working drafts, please keep talking about them and bring back suggestions.

B. General Obligation Bond Update (Monica Green)
Still undecided, as of this morning the expected turnout rate is low, hoping that more mail in ballots are still to be counted. We anticipate an update on Friday evening.

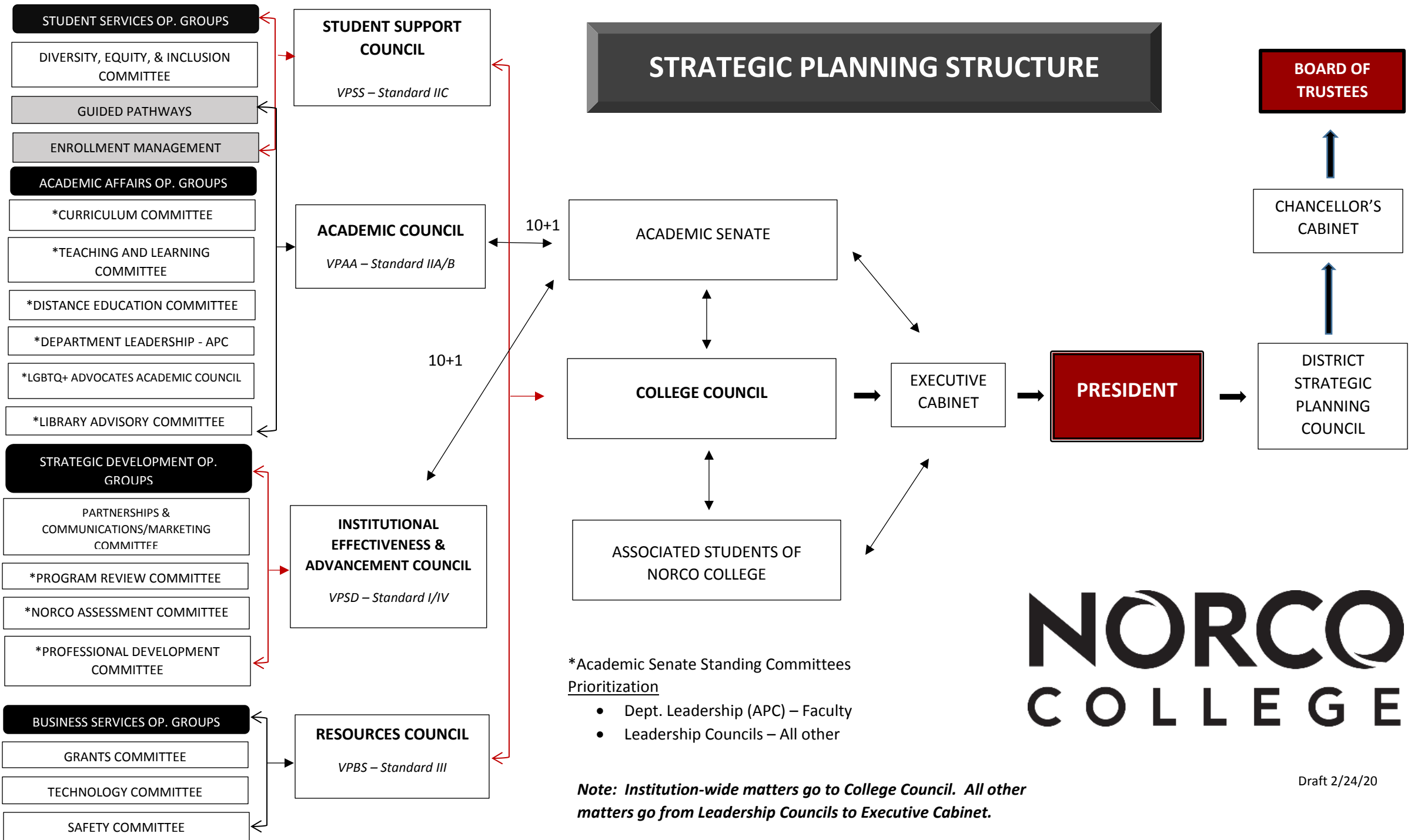
IV. Good of the Order

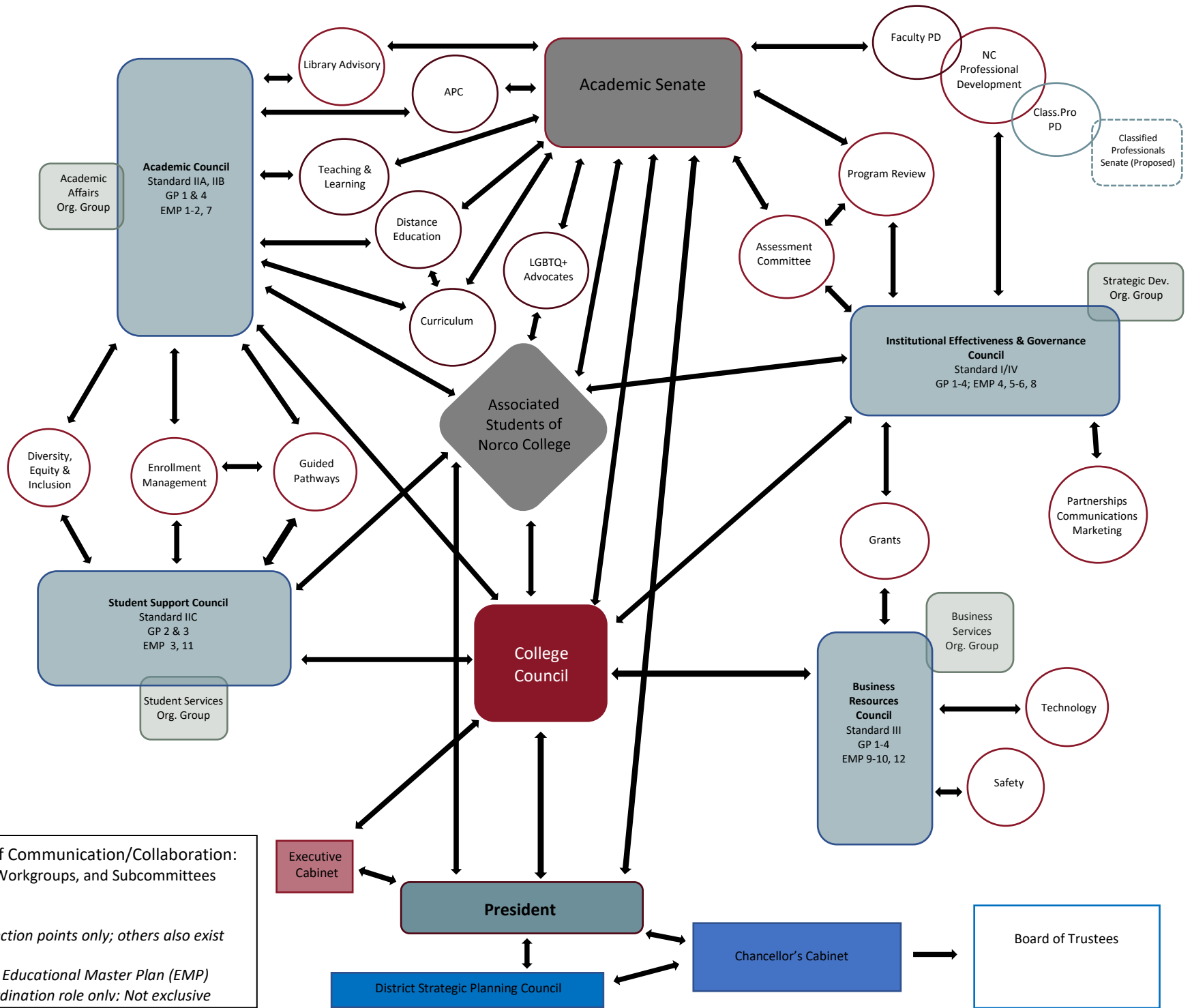
Next meeting March 18, 2020

Meeting adjourned: 3:03pm

Next meeting: March 18, 2020

Minutes submitted by Denise Terrazas





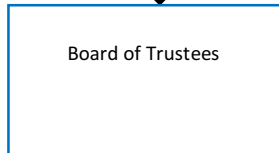
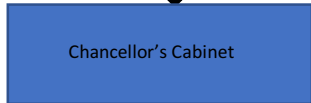
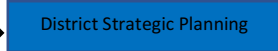
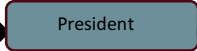
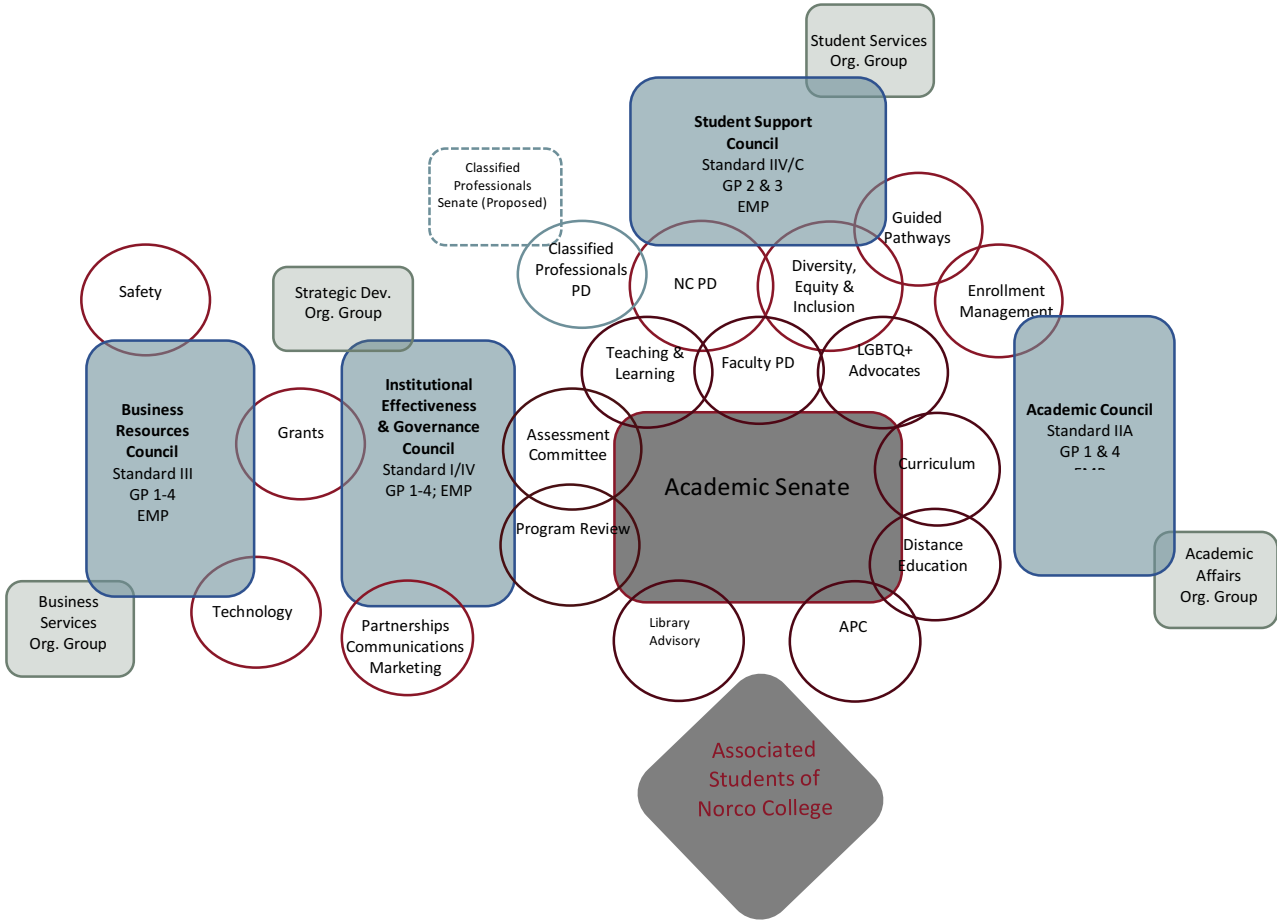
Norco College Flow of Communication/Collaboration:
 Councils, Committees, Workgroups, and Subcommittees
 DRAFT 4.15.2020

Arrows = Primary connection points only; others also exist

Guided Pathway (GP) & Educational Master Plan (EMP)
 notations: Primary Coordination role only; Not exclusive

Relationship Chart

(not all relationships can be accounted for)



Revisions to the Vice President, Strategic Development & Planning Job Description
4-2020

In spring 2018, Norco College completed a college-wide reorganization that that added a number of classified and administrative positions. Amongst the changes, the college established the division of Strategic Development to focus on a number of strategic opportunities including grants, fundraising, community relations, strategic communications, marketing, outreach, governmental relations, etc. Executive Cabinet has agreed to strategically pivot the focus of our Vice President, Strategic Development due to the following factors:

- The District Office subsequently completed its [2019-2024 Strategic Plan](#) and thusly continued to bolster the district personnel in advancement, fundraising, governmental relations, and strategic communications. The district office now provides coordinated services in these areas.
- District-wide alignment. Riverside City College also has a 4th Vice President with a similar focus on strategic planning and institutional effectiveness
- Management retains the right to assign functional/operational duties to administrators
- The RCCD Board approved the 2030 Norco College Educational Master Plan in December 2019 which requires significant coordination and strategic planning efforts.

Previous Focus	New Focus
Title: Vice President, Strategic Development	Title: Vice President, Strategic Development and Planning
Philanthropic development including individual and corporate donations, private foundation gifts, and stewardship.	Removed
Alumni relations	Removed
Governmental/Legislative Affairs	Removed
Strategic Communications	Removed; shifted to Office of President
Outreach	Removed. shifted to Student Services
Grants Development & Administration (state and federal), NC Grants Office	Grants Development & Administration (state and federal), NC Grants Office
Marketing, branding, website	Marketing, branding, website
Workforce Development & Apprenticeship	Workforce Development & Apprenticeship
Community education, not-for-credit (contract education), non-credit	Community education, not-for-credit (contract education), non-credit
Community/Chambers Partnerships	Community/Chambers Partnerships
	Leads the college strategic planning efforts
	Institutional Assessment, Evaluation, Reporting
	Institutional Research, data analysis, outcome measurement
	Institutional Effectiveness & Planning
	Leads Institutional Effectiveness & Governance Council (proposed)