

Institutional Strategic Planning Council (ISPC) Minutes  
November 16, 2011  
1:00-3:00 (IT 218)

**Attendees:**

- **Members:** Greg Aycock, Melissa Bader, Celia Brockenbrough, Sharon Crasnow, Leona Crawford, Mark DeAsis, Diane Dieckmeyer, Joe Eckstein, Monica Green, Mark Lewis, Jefferson Tiangco, Jim Thomas, Laurens Thurman, Gail Zwart, Rebecca Choy (ASNC)
- **Absentees:** Andy Aldasoro, Jason Rey
- **Guests:** Dina Humble, Koji Uesugi, Carol Farrar

**Approval of Minutes: - Dr. Zwart**

**Motion by Sharon Crasnow, second by Jim Thomas to approve the minutes from the November 2, 2011 meeting. Motion approved with one abstention.**

**I. Information Items:**

**A. College Mission & Strategic Plan Revisions – Dr. Zwart**

- At this time, decided to postpone further discussion on the Mission Statement until the spring term, during which time we will be reviewing it as we update and revise our strategic plan. We are using Transfer, CTE and Basic Skills to help guide the prioritization process.

**B. SPC Policy 2010-01 Revisions – Dr. Aycock**

- This is our response to Recommendation I.
- Revisions include several updates to committee and council names.
- Discussed reporting schedule for the dashboard indicators. Change Item #3 to indicate the “beginning” of the fall term.
- Item #5 was added to the policy. Resource Allocation was not discussed in the original policy. This came to light while preparing the midterm report.
- The reference to surveying the Academic Planning Council in Item #5 will be changed to “all planning councils” will be surveyed.
- There was discussion and a decision to change Item #5 to indicate “instructional and non-instructional resources” instead of FTES.
- Discussion on surveying the Town Hall membership (Item #5). Instead add reporting time at Town Hall meeting to share all budget information.
- Discussion on Item #6 and requested change to eliminate the reference to “content analysis”. Suggest minutes and a summary report be written instead.
- Sharon will work on including an item requiring surveying of the Academic Senate.
- Suggestion to change Item #2 to indicate that the President will send a memo to Norco College instead of the Norco Strategic Planning Committee Membership.

- Suggestion to change the name Town Hall Meetings to Committee of the Whole.

**Motion by Sharon Crasnow, second by Mark Lewis to change the name of the former Norco Strategic Planning Committee meeting from Town Hall Meeting to Committee of the Whole (COTW). Motion unanimously approved.**

### **C. Midterm Report Update – Dr. Dieckmeyer**

- Dr. Dieckmeyer reminded the council that the draft Midterm Report was e-mailed to everyone for review.
- Reminder that the timeline for approval is different because the Board of Trustee information is now on-line. The report will need to go to the February Board for approval so it has to be submitted in January.
- Requesting faculty to review the report, make recommendations and provide any evidence that you can before you leave for the winter break.
- Sharon Crasnow will send out an e-mail reminder to please review the document and send any comments or suggestions.
- December 8 will be the Town Hall Meeting (Committee of the Whole-COTW) where the Midterm Report will be approved.

### **D. Institutional Functions: Prioritizing Exercise – Dr. DiThomas**

- The same prioritization exercise will be done at the COTW on December 8. ISPC members will be asked to help within the small groups during the exercise. Will have 30 minutes to prioritize items and a small amount of time to review near the end of the meeting.
- ISPC small groups shared their prioritization process and what functions they put within their prioritization chart.
- Suggestion to add “Mission Statement” to the center of the chart and print Norco’s Mission Statement at the bottom.
- Request that more information be provided for the items on the alphabetized lists or that each group is made up of representatives from all areas that can share their specific knowledge.
- Question: What are the results of this exercise going to be used for. Answer: This is an opportunity for everyone to be a part of the prioritization process and it is an opportunity to dialogue.
- Request to have more students attend the COTW, on December 8, at least one for each group (10).
- Discussion on integration of circle charts to give combined snapshot of priorities. Dr. DiThomas said she would ensure that the information from all the charts would be synthesized into one list.
- Request to add Program Review to the alphabetized list.

## **II. Open Hearing**

- Request from Dina for everyone to attend the Christmas Concert on December 2.

Adjourned – 3:05

Policy 2010-01  
Policy and Procedures for Regular Evaluation of  
Integrated Institutional Planning, Budgeting and Decision-Making Processes  
(Revised September 2011)

1. Annual Survey of Effectiveness of the Planning Councils: Academic Planning Council, Administrative Planning Council and Student Services Planning Council – At the end of November of each academic year, participating members of each planning council will be surveyed to determine their degree of satisfaction with committee level planning, program review, resource allocation and decision-making processes, annually evaluate the criteria used, and their perceptions regarding the degree to which these processes are effective and linked at the planning council level.
2. Memorandum from College President to Norco Strategic Planning Committee Membership – ~~In March~~ by the end of each academic year (or as soon thereafter as budget recommendations and decisions for the subsequent academic year have been made) the College President will submit a memorandum to the Committee membership that identifies which of the faculty and staff positions identified in previous year program review and prioritized by the ~~Strategic Planning Committee~~ Planning Councils will be recommended for funding. In instances in which the President's decisions do not correspond to the recommendations of the ~~Strategic Planning Committee~~ Planning Councils a detailed rationale for the divergence will be provided.
3. Annual Progress Report on Educational Master Plan Goals, Objectives and “Dashboard Indicators” – This report, to be prepared by the College Office of Student Success, shall be presented at the a Strategic Planning Committee Town Hall meeting during the fall term of each academic year.
4. ~~Survey of Strategic Planning Committee Town Hall~~ Membership – ~~Also a~~ At the final ~~Strategic Planning Committee Town Hall~~ meeting of each academic year the membership ~~of the Committee~~ (which constitutes a “committee of the whole”, with all faculty, staff, students and administrators ~~invited to participate~~) will be surveyed to determine their degree of satisfaction with College planning, program review, resource allocation and decision-making processes as well as their perceptions regarding the degree to which these processes are effectively linked.
5. Report of Resource Allocation – After the Board of Trustees approves the budget, a report will be made to the Town Hall membership, the committee of the whole, informing them of budget allocations decisions which impact the college and district, and providing ample opportunity for institution-wide dialogue.
- 4-6. Annual Open Dialogue Session – This session, to be conducted toward the end of each academic year in late May or early June, will provide all Norco College stakeholders with an opportunity for open dialogue concerning the extent to which college planning, program review, resource allocation and decision-making processes contribute to the achievement of course-, program- and institutional-level student learning outcomes. ~~As a method of evaluation, content analysis will be applied~~ Content of the open dialogue session will be captured through minutes and a summary report will be written. The open dialogue summary report will be presented in a Town Hall meeting of the following fall term

Revised 9/6/2011

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5-7. Annual Evaluation Report – This report, to be prepared by the Office of Student Success, will be transmitted to the Norco Strategic Planning Committee membership at the first meeting of each academic year, at which time the Committee membership will be invited to make suggestions for improving the process. Any recommended revisions to the procedures and processes, if approved by the College President, will be incorporated into the next year's cycle.

Revised 9/6/2011