

Institutional Strategic Planning Council (ISPC)

March 7, 2012

1:00-3:00 (ST 107)

Attendees:

- **Members:** Andy Aldasoro, Greg Aycock, Melissa Bader, Celia Brockenbrough, Sharon Crasnow, Leona Crawford, Mark DeAsis, Diane Dieckmeyer, Joe Eckstein, Monica Green, Mark Lewis, Rebecca Choy, Jason Rey, Jim Thomas, Laurens Thurman, Jefferson Tiangco, Gail Zwart
- **Absentees:** Mark DeAsis
- **Guests:** Karin Skiba, Koji Uesugi, Kevin Fleming, Vivian Harris, Gustavo Ocegüera, Debbie DiThomas, Carol Farrar, Trish Hodawanus

Welcome: - Dr. Zwart

Approval of Minutes: - Dr. Zwart

Motion by Diane Dieckmeyer, second by Monica Green to approve the minutes for the February 15, 2012 meeting. Motion approved.

- **Request to allow Karin Skiba to discuss the Art Gallery as the first agenda item.**
- **Change to agenda – Can remove item I.B from the agenda. Item was voted on electronically. Motion passed with 15 ayes and two abstentions.**

I. Action Items:

A. Video Taping Meetings – Dr. Dieckmeyer
(If approved, taping will begin with March 21 meeting)

Motion by Gail Zwart, second by Melissa Bader that meetings not be videotaped. Motion unanimously approved.

- Question and decision regarding reasons to not video tape. Possible concern that items can be taken out of context. People may not feel free to express their opinions. Already have open meetings. The minutes are distributed to everyone.

B. FTES Allocation Sub-committee – Dr. Dieckmeyer

II. Information Items:

A. Art Gallery – Karin Skiba (item discussed at beginning of meeting)

- Karin gave the council a tour of the new art gallery and storage areas.
- She shared her plans for future exhibits and ideas for fund raising.
- Karin shared the first Mission Statement for the Norco College Art Gallery that she prepared.

B. SWOT – Dr. Zwart

- Use the SWOT analysis to help define the goals and objectives for our revised strategic plan.
- Need to look at weaknesses and think how these can be fixed or eliminated.
- Remember that threats and opportunities are from outside influences.
- An additional item under threats – more equitable distribution of cuts between district and colleges.
- Or is this an opportunity – more equitable distribution of resources given the mission of the district and the colleges.
- This will be groundwork for the next step that is to help decide what our goals are for our strategic plan.
- Will collect input from all committees and constituents.

C. Mission Statement – Dr. Green

- Reviewed Norco's past branding information that contained perceptions of Norco College.
- Normally five components to a mission statement – see the handout.
- Brainstormed all five areas. Information collected will be used to see where we are now compared to our current mission statement. Does our current mission statement represent us?
- Will complete at next meeting.

D. Enrollment Management – Dr. Rey

- Committee met to decide distribution of FTES for next year.
- Discussion regarding collecting exit data.
- The next step, since determining the number of sections that will be offered, is to determine which classes will be offered. The committee will work on what will be offered for summer (approx. 26 classes for entire college).
- Summer schedule is due now.
- Need to consider success of K-12 students through college. What classes will be offered in order to have students succeed.

III. Open Hearing

- Night students, not traditional students, are being hit hard by cuts. Encourage scheduling to consider night students.
- Clarification of next special meeting on March 14. Budget cuts will be presented in order to allow time for discussion and gathering of any additional information that might be requested. There will not be any voting. The March 21 meeting will be to address budget cuts and to vote.

Adjourned - 2:55

****ELECTRONIC VOTING****

June 6, 2012 – See Attached

June 8, 2012 – See Attached

ELECTRONIC VOTE

March 6, 2012

Motion by Gail Zwart, second by Diane Dieckmeyer, to give the ISPC sub-committee the task of developing a strategic plan for course scheduling of the 2012-2013 academic year. In addition, several faculty (general education, CTE) will be added to the committee to ensure representation.

Motion passed with 15 ayes and 2 abstentions.

ELECTRONIC VOTE

March 8, 2012

Motion by Diane Dieckmeyer, second by Jason Rey, to approve the recommendation below and forward it to the President.

Motion passed with 13 ayes and 4 abstentions.

The ISPC Enrollment Management Sub-Committee (EMSC) met to develop a recommendation for the allocation of FTES for summer 2012. The EMSC established the following guiding commitments:

Course offerings should be made with continuing students or exiting students in mind.

Course offerings should reflect graduation requirements (CSU, UC, AA, AS degree or certificate).

Courses chosen should be courses which are single graduation requirements or courses that satisfy more than one area requirement.

Courses chosen should relieve a roadblock or be part of a pipeline.

Though no basic skills courses will be offered during the summer, the needs of basic skills students and incoming Freshman will be addressed via alternative interventions which are not FTES generating. Consideration was also given to facilities usage.

In addition, the sub-committee used criteria for the allocation that reflects, proportionally, the availability of options that fulfill the multiple requirements for transfer or degree completion.

As always, individual course selection will be completed through APC and the Dean's office. The specific courses listed below are only a suggestion.

25% Math

25% English

50% Distributed between

Language

History/Political Science

Health

Physical Science (without lab)

CIS/BUS

Critical Thinking (i.e. Comm 3 or PHI 11) Oral Communication (Comm 1 or 9)

NORCO COLLEGE ART GALLERY
Mission Statement
March 2012

The Norco College Art Gallery is dedicated to presenting innovative exhibitions and programs that reflect the scope and diversity of Art both contemporary and historical. A vital component of the academic and cultural life of the Riverside Community College District, the Norco Gallery aspires to engage broad and diverse audiences, create a sense of community, and provide a place for contemplation, stimulation, and discussion of Art and the questions that shape and inspire us as individuals, cultures, and communities.



STRENGTHS

Reminder: Strengths are internal to the organization

ACADEMIC

- Excellent faculty/hardworking/passionate/teamwork mindset/committed to excellence/informed
- Collegiality/like each other
- Programs
- Efficiency
- New game programs

STUDENT SERVICES

- Student leadership and willingness to be involved
- Student success center provides a place for our students
- Diversity and integrity (students)
- Excellent student support programs
- Student equity interest
- Focus on student learning and success
- Student centeredness
- Improvements to support student transfer

FACILITIES

- Building look of campus
- Great physical location for new & old students

SUPPORT SERVICES

- Support services
- Faculty/staff & administration – teamwork and mind set/informed about planning
- Health & safety

STRATEGIC PLANNING/ADMINISTRATION

- Campus “open door” policy
- Confidence in leadership/Administration
- Well-designed decision – making process
- Capacity to obtain grants
- Proven grant “winning” abilities
- The “leaning” of the SPC process – fewer meetings.

CULTURE

- Norco culture
- Embrace innovation, Openness to change, new programs and ideas
- Respect for one another
- Decision making process “inclusion”
- Transparency
- Independence

- Collegial environment/decision making
- Forward thinking
- Enjoy having fun
- Willingness to participate
- Creativity
- Collaborative
- Faculty/staff & administration – teamwork and mind set/team spirit



WEAKNESSES

Reminder: Weaknesses are internal to the organization

ACADEMIC

- Lack of college strategic enrollment plan (to meet student demand)
- Blackboard implementation
- Over worked staff, faculty & administrators
- Counseling not understanding CTE programs
- No computer lab for students who are not enrolled in ENG or CIS
- Faculty who don't serve on committees
- Not enough sections to meet student demand
- Equity across disciplines when it comes to cuts
- Not enough time between classes for student/faculty interaction or student/student
- Professional growth opportunities
- The program review process

STUDENT SERVICES

- Student involvement
- Student success rate (graduation)
- Transfer rate
- Too few quiet places on campus for students
- Too few students apply for scholarships

FACILITIES

- Physical plant not built to minimize operating costs
- Hygienic campus
- Lack of secondary entrance if we wish to grow as a college
- Lack of space in library

SUPPORT SERVICES

- Staffing not matching needs (reductions by golden handshake)
- Over worked staff, faculty & administrators
- Mailboxes – hours, no help
- Customer service
- Admissions

STRATEGIC PLANNING/ADMINISTRATION

- Lack of permanent leadership (admin)
- Over worked staff, faculty & administrators
- Need to institutionalize grant – funded obligations
- Lack of opportunity for outside professional development
- Management & allocation of resources (human & physical)
- New strategic planning process/ Integration of processes

- Communication needs improvement
- How to institutionalize new technology programs
- We don't know where we want to go
- Cost of supplies to do the job
- Grant funds are not institutionalized
- In-fighting because of cuts

CULTURE

- Pervasive fear of "cuts"
- Internal communication to all constituencies
- Low morale

DISTRICT

- Diversity (HR)
- Long curriculum process
- Online resources
- CTE certificate completions – inaccurate data – students deterred
- Website

TECHNOLOGY

- Antiquated technology in some classrooms
- Accessibility to technology (Wifi to outsiders)
- Technological infrastructure



OPPORTUNITIES

Reminder: Opportunities are external to the organization

ACADEMIC

- Reinvent scheduling to better fit students' lives
- Revenue generating publishing to fund technology (publishing games and mods (?) for a fee)
- Strengthen instructional pool through reductions
- Regional and/or national exposure for top programs
- Summer "boot camps" for profit – feed Norco programs
- Do all that is necessary to make the new LRC operate smoothly

STUDENT SERVICES

- Ability to change institutional policies to increase student success
- Better prepared students coming – unable to enter UCS & CSUs
- Scholarship focus – increase retention rate
- Student passion
- Student success task force recommendations
- Student involvement @ state and local level

FACILITIES

- Space to grow

STRATEGIC PLANNING/ADMINISTRATION

- Internal partnerships
- External K-12 (KMC and Districts), community (including Eastvale) and industry partnerships
- Existing and future Grants
- Community/ Continuing the tradition of "community" on campus
- Leverage Measure C to lower operating costs
- Accreditation
- Crystalize and own Mission Statement that defines who we are and our future direction
- Link Mission more closely to processes, culture and program approval

CULTURE

- Current conditions can help promote change and new ways of doing things
- Collaboration

TECHNOLOGY

- Technological advancements



THREATS

Reminder: Threats are external to the organization

DISTRICT

- District curriculum
- Loss of course & programs
- Open campus control
- District control
- Hiring freeze (inability to replace needed positions)
- Changing district messages about consequences of not meeting FTES goals
- Political indecision
- Outsourcing service (i.e. Dispatch)
- Ensuring student support with new grants
- Students needing to work full time/ give up due to obstacles
- Future contract negotiations (faculty)

ACCJC & Distance Ed requirements

- Increased pressure to test SLO for Accreditation
- Accreditation (ACCJC)
- Increased micromanage by State/Accreditation

BUDGET

- Inequity of college funding with regard to FTES generated & efficiency
- Top heavy district administration
- Budget cuts
- District inability to adapt to changing budgets realistically

AAJC

- Changing rules of – accreditation – assessment requirements

STATE AND FEDERAL

- Federal regulations
- State regulations
- Increasing per/unit fee....pushing out students who cannot afford
- Inability to determine financial future
- Loss of state/local services
- Political indecision

COMPETITION

- Proximity to Chaffey – Chino campus
- Other colleges do "it" better & reputation suffers

MISC

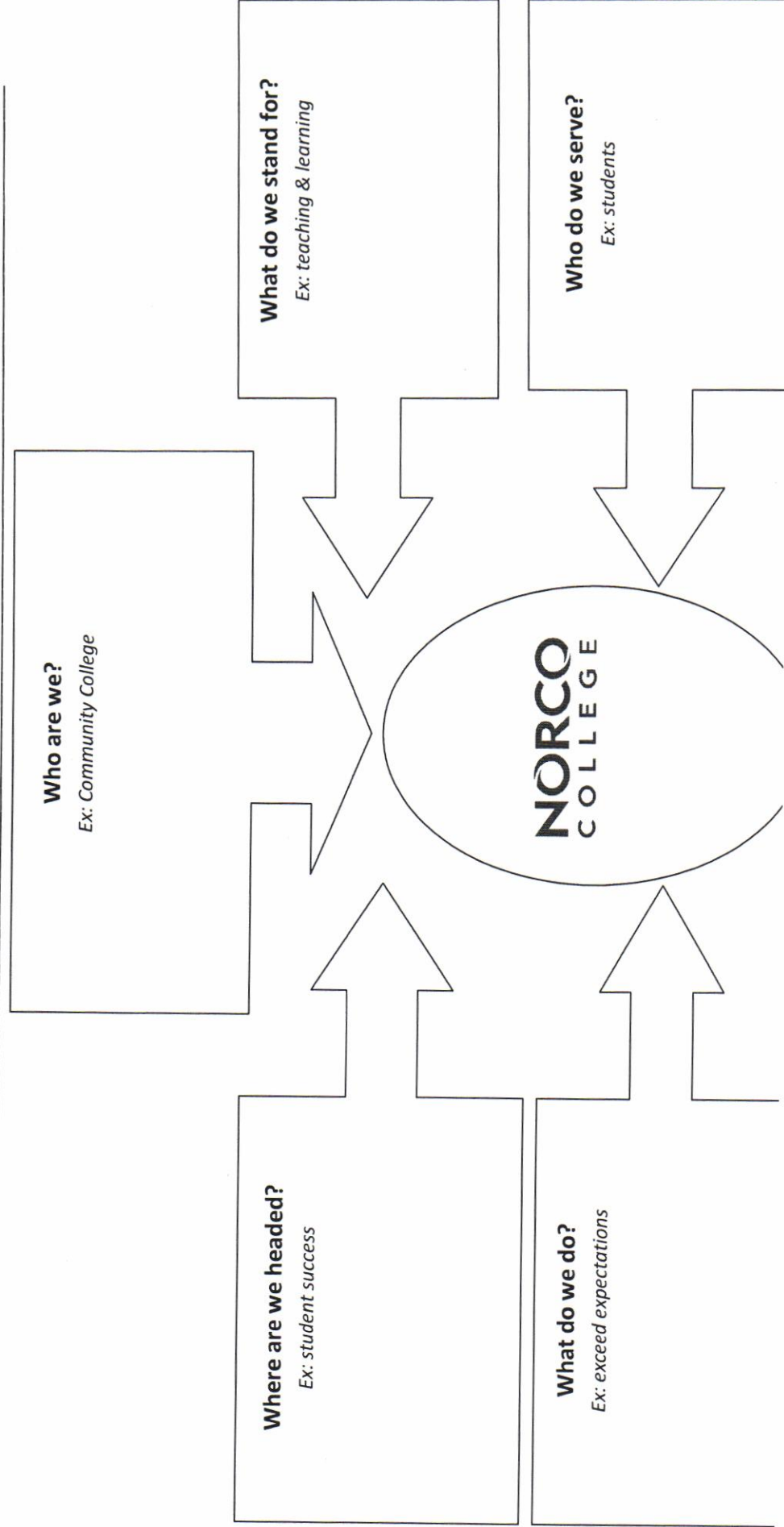
- One access road into college

Standard I: Institutional Mission and Effectiveness

A. Mission

The institution has a statement of mission that defines the institution's broad educational purposes, its intended student population, and its commitment to achieving student learning.

1. The institution establishes student learning programs and services aligned with its purposes, its character, and its student population.
2. The mission statement is approved by the governing board and published.
3. Using the institution's governance and decision-making processes, the institution reviews its mission statement on a regular basis and revises it as necessary.
4. The institution's mission is central to institutional planning and decision making.



Please circle your top 3 choices in each column. Top choices are areas that resonate with you as to who we are, what we value, who we serve, what we do, and where are we headed.

Who Are We?	What Do We Stand For? (Our values)	Who Do We Serve?	What Do We Do?	Where Are We Headed? (Our vision & goals)
<ul style="list-style-type: none"> • Community College • Educators • Mustangs • Learning Institution • Motivators • Support Network • Facilitators of Learning • Disseminators of Information • Nurturers • Leaders and Innovators • Super Chargers • Transformers • Proud 	<ul style="list-style-type: none"> • Teaching & Learning • Equality • Access • Starting/Ending on Time • Opportunity • Transparency • Empowering • Diversity • Independence • Clarity • Integrity • Creativity • Second Chances • Community Development • Students • Higher Education • Responsibility • Knowledge/Wisdom 	<ul style="list-style-type: none"> • Students • Community • Workforce • Employers • California • District • High Schools • Universities • Parents • Programs • Faculty/Staff/Admin 	<ul style="list-style-type: none"> • Teach • Explore • Facilitate • Innovate • Learn • Support • Provide Access • Coach/Council • Mentor • Serve • Build • Work Hard! • Work w/Industry • Listen • Create Connections • Build Relationships • Exceed Expectations • Assess • Plan • Collaborate • Reinvent Ourselves • Imagine • Goal Setters • Strategize • Care • Report 	<ul style="list-style-type: none"> • Into the Future • Student Success • Student Preparedness • Independence • Achievement • A More Educated Community • A More Educated Work Force • Second Entrance/Exit (into college) • Difficult Times • Tough Decisions • Excellence • Green (Initiatives, processes, etc) • Efficiencies

Putting the pieces of the formula together:

Who are we? + What do we stand for? + Who do we serve? + What do we do? + Where are we headed? =

MISSION STATEMENT

Norco College is ...

2011-12

Allocation (target)	6062
Actual	
11-SUM	249.12
11-FAL	2846.7
12-WIN**	280
12-SPR**	2650
Total	6025.82

** official numbers
unavailable

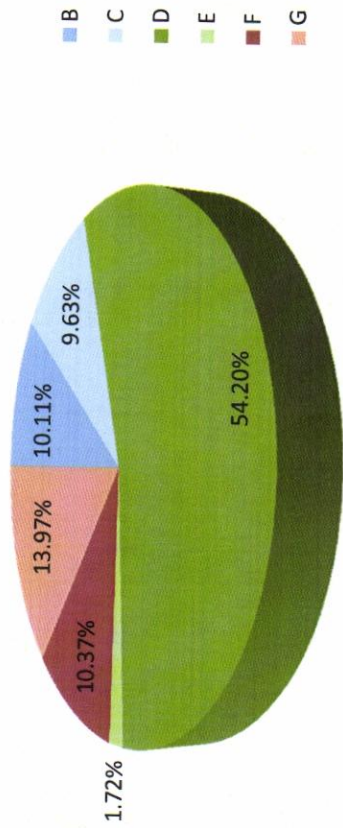
2012-13

Allocation (target)	5792.78
Projected	
12-SUM	173.78
12-FAL	2838.46
13-WIN	115.86
13-SPR	2664.68
Total	5792.78

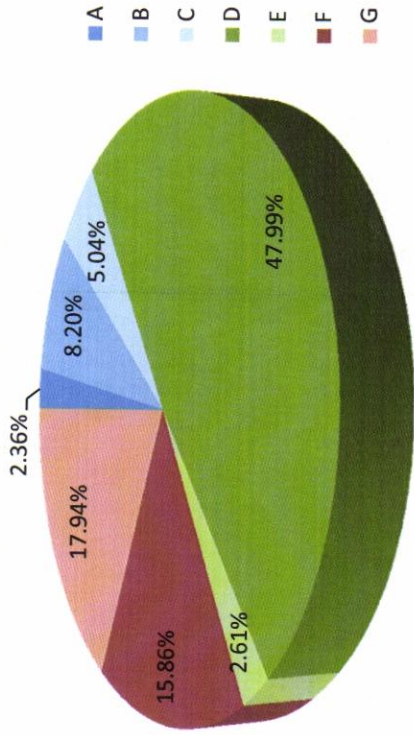
Comparison (in terms of FTES)

	2011-12	2012-13	
	249.12	173.78	-75.34
	2846.7	2838.46	-8.24
	280	115.86	-164.14
	2650	2664.68	14.68
	6025.82	5792.78	-233.04
			-30.24%
			-0.29%
			-58.62%
			0.55%
			-3.87%

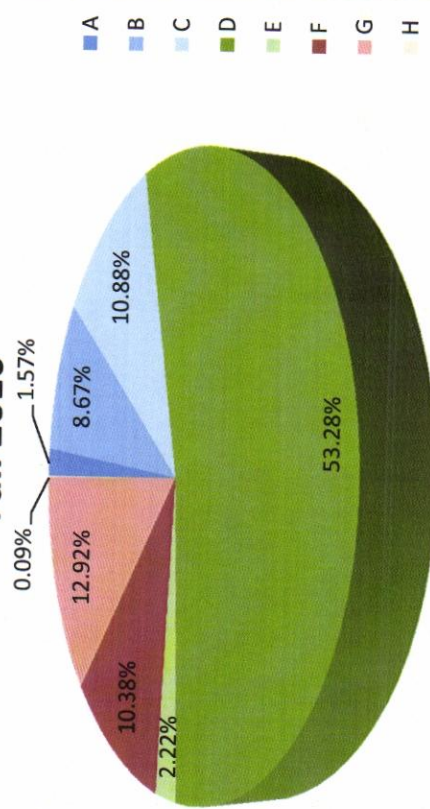
Summer 2010



Winter 2011



Fall 2010



Spring 2011

