

Institutional Strategic Planning Council (ISPC)

May 16, 2012

1:00-3:00 (ST 107)

Attendees:

- **Attendees:** Celia Brockenbrough, Mark DeAsis, Gail Zwart, Diane Dieckmeyer, Greg Aycock, Jefferson Tiangco, Joe Eckstein, Jason Rey, Mark Lewis, Jim Thomas, Sharon Crasnow, Melissa Bader, Laurens Thurman, Monica Green
- **Absentees:** Andy Aldasoro, Leona Crawford, Rebecca Choy
- **Guests:** Michael Ortiz, (student), Debbie DiThomas,

Welcome: - Dr. Diane Dieckmeyer

Approval of Minutes: - Dr. Gail Zwart

Motion by Jason Rey, second by Jim Thomas to approve the minutes for the April 27, 2012 retreat. Motion approved with two abstentions.

Motion by Greg Aycock, and second by Sharon Crasnow to approve the minutes for the May 2, 2012 regular meeting. Motion approved with three abstentions.

I. Information Items:

A. Technology Task Force Update – Dr. Dieckmeyer

- The task force has been meeting with the consultant, Don Sutton. Don has been leading them through the revision of the 2009 Technology Pplan. They have been working on goals, a vision statement and a SWOT exercise.
- Mr. Sutton also conducted several focus groups. He recently conducted a survey for students and Associate Faculty because he felt more input was needed in those areas.
- Dr. Dieckmeyer shared the timeline for the Technology Plan. The Task Force will be meeting again on Friday. The consultant, Don Sutton, will have a draft completed by May 22. The draft will be presented to the COTW as an information item. The vice presidents will take any information shared at that meeting and will look at it during the month of June. In the Fall the plan will be brought back to the COTW for a vote.

B. ISPC Membership – Term/Election of Members/Chair – Dr. Diane Dieckmeyer

- Discussion on length of terms for members and chairs. Remember that we will have an accreditation visit in Spring 2014.
- APC chair is elected every year and senate president is elected every three years. No official term for Enrollment Rep for the district.

- Suggestion to have an election to select faculty members.
- Staff members expressed concern about length of their terms. Discussion that staff member terms could be different from the length of faculty member terms. Jefferson will talk with staff at Friday's union meeting.
- Administrative positions will be discussed at the cabinet meeting to determine any changes in their terms.
- Discussion on the Chair position. Suggestion that Chair position could be one year position, elected by the membership and selected from within the current membership.
- Academic Senate will have an election for an at-large position.

Recap - Membership of ISPC

- Academic Senate President
- Chair of Chairs (APC)
- VP Student Services
- VP Academic Affairs
- VP Business Services
- Dean of Student Success
- CTE Faculty & Grants Advisory Representative
- CTE Faculty
- Faculty Representative to District Enrollment Management Task Force
- Basic Skills Faculty
- Library Faculty Member
- ASNC Representative
- Director of Enrollment Services
- Staff Members (3)
- Transfer Faculty Member

Motion by Jason Rey, second by Mark DeAsis to include an at-large position on the ISPC. The at-large position will be a faculty member appointed by the Academic Senate. The Enrollment Management position will continue to be appointed by the Academic Senate, voting will take place at the end of April, beginning of May and the election cycle for the remaining positions will be as follows:

Basic Skills Faculty	_____	Spring 2013 for Fall 2013	\
Academic Senate President	/		\
Transfer Faculty	__	Spring 2014 for Fall 2014	\
CTE Faculty – Grants Advisory	/		/
			/
CTE Faculty	_____	Spring 2015 for Fall 2015	/
At-Large Faculty	/		/

Every 3 yrs. thereafter

Motion unanimously approved.

Motion by Melissa Bader, second by Sharon Crasnow that the chair of the ISPC will be elected annually from the members who have had one year of service, at the end of the meeting of the first year. Motion approved with one member opposed.

- The membership discussed the possibility of writing by-laws in order to have everything together in one document.

C. Vision Statement – Dr. Diane Dieckmeyer

Statement from Last Meeting

Norco College - creating opportunities to transform our community and students for the dynamic challenges of tomorrow.

Revised Vision Statement

Norco College - creating opportunities to transform our students and community for the dynamic challenges of tomorrow.

Motion by Jason Rey, second by Greg Aycock to accept the revised Vision Statement and present it to the COTW. Motion approved with one member opposed.

- Sharon will present the first reading of new Vision Statement at the next COTW meeting.

D. Accreditation Steering Committee Update – Dr. Diane Dieckmeyer

- The Steering Committee held their first meeting last week. The membership is made up of committee representatives. Members were assigned to various standards.
- Real work will start in the Fall.
- Dr. Flick and Dr. Dieckmeyer are the Accreditation Steering Committee chairs.

E. Review of Retreat Goals – Dr. Gail Zwart

- Time did not allow for review of this item.

F. Next Meeting Date (June 6, 2012) – Dr. Diane Dieckmeyer

- The ISPC will meet on June 6.

G. Open Forum:

Adjourned – 3:00

DRAFT VISION STATEMENT

Norco College - creating opportunities to transform our students and community for the dynamic challenges of tomorrow.

STRATEGIC PLAN GOALS/OBJECTIVES

Group #1

1. Reduce conflicts between disciplines to support completions and transfer for programs.
2. Improve transfer and completion by 25% in five years.
3. Establish partnerships with local districts - to reduce students in need of B.S. – to increase percent of Norco/Corona students at college.
4. Develop plan for enrollment growth (center/facility) when economy improves. (Measure: yes/no) by 2 years. Develop plan for library growth – 2015.
5. Use these processes – Student Success Task Force – 2:4 – Institute practices/intervention/incentives/opportunities to move (support) B.S. into programs more quickly. EAP in 2015, in 2 years.

Group #2

1. Create/implement a one year schedule. Collaborate – APC and ISPC. Institutionalize scheduling criteria. Include student needs. Develop a more formal process. Evaluate the process. Take into consideration the ingress/egress – coordinate with JFK.
2. Create/develop relationships with CNUSD. Unify efforts to create relationships with SSV, DRC, EAP, TRIO, etc.
3. Kennedy students = volunteer hours (mentoring)
4. Partnerships with the City of Norco – Nike
5. Make sure Norco College students that need bus passes are able to get them.
6. Academic Summer Camps.
7. Utilize the library mezzanine. External partnerships. Nike wing. Maximize current space.

NORCO **COLLEGE**

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

NORCO COLLEGE

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

NORCO **COLLEGE**

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

NORCO **COLLEGE**

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