Institutional Strategic Planning Council (ISPC)
September 19, 2012
1:00-3:00   (ST 107)

Attendees:

- **Attendees:** Diane Dieckmeyer, Melissa Bader, Celia Brockenbrough, Gail Zwart, Shaunna Sutter (ASNC), Deborah Tompsett-Makin, Jason Rey, Ruth Leal, Greg Aycock, Mark DeAsis, Myrissa Cameron (ASNC), David Bobbitt, Sharon Crasnow, Andy Aldasoro, Jim Thomas, Debbie DiThomas, Buck Stevens (for Dominique Hitchcock)

- **Absentees:** Leona Crawford, Mark Lewis

- **Guests:** Paul Parnell, Koji Uesugi, Damon Nance, Arend Flick, Monica Green, Carol Farrar

Welcome: - Dr. Diane Dieckmeyer

- Welcomed Buck Stevens. Buck is the proxy for Dominique Hitchcock. Dominique was elected the Chair-of-chairs for the APC, but her schedule does not allow her to attend the ISPC meetings.

Approval of Minutes: - Dr. Gail Zwart

Motion by Deborah Makin, second by Shaunna Sutter to approve the minutes for the September 5, 2012 meeting with a correction to the spelling of the word "ever" in Revision #1 of the Vision Statement. Motion approved with one abstention.

I. **Action Items:**

   A. **AV Equipment List –** Mr. David Bobbitt

   - David provided an updated AV Equipment list. The new list has a slightly higher dollar amount because the ECE building was added.
   - List compiled from recommendations received from the District IT Audit. This replacement equipment will be purchased from Measure C funds.
   - The current list was approved by BFPC yesterday.
   - This is a one-time fix for old equipment. A future plan for continuous replacement needs to be worked on.
   - Not clear on how funds for replacement will be administered.

Motion by Sharon Crasnow, second by Greg Aycock to approve the replacement of the items on the AV Equipment list. Motion unanimously approved.

B. Vision Statement – Dr. Diane Dieckmeyer

- Reviewed process that was followed to reach the current draft of the Vision Statements that is being voted on today.
- Reviewed the difference between a Mission Statement and a Vision Statement.
- The committee voted on their preference for a Norco College Vision Statement.
- The first round of voted resulted in a tie between the original revision from last spring and the recent suggestion number 3.

    Original Revision from last spring: Norco College – creating opportunities to transform our students and community for the dynamic challenges of tomorrow.

    Recent Suggestion #3: Norco College – creating transformative opportunities to prepare our students and community to face the dynamic challenges of tomorrow.

- The committee conducted a tie breaking vote. The selected Vision Statement is the Original Revision from last spring.

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

- This is the same Vision Statement that had a first reading at the COTW meeting in the Spring. Sharon Crasnow will present it again, for the second reading, at the COTW meeting on Tuesday, September 25, 2012.

Motion by Melissa Bader, second by Sharon Crasnow to approve, *"Norco College – creating opportunities to transform our students and community for the dynamic challenges of tomorrow"* as the Norco College Vision Statement. Motion unanimously approved.

C. Strategic Goals & Objectives – Dr. Diane Dieckmeyer & Dr. Greg Aycock

- Reviewed process that was followed to reach the current draft of the Strategic Goals & Objectives. (copy attached)
- The committee discussed the student comments as well as concerns and observations presented by the committee members.
- Several wording changes were made and two new objectives were added. (See copy attached identified with the 9/19/12 date)
- There was a question regarding library expansion and whether or not it was included in the Goals & Objectives. It was decided that this item would be addressed in the Facilities Master Plan.
- Sharon Crasnow will present the Goals & Objectives for the first reading at the COTW meeting next Tuesday, September 25, 2012.

Motion by Jason Rey, second by Sharon Crasnow to approve the revised Goals & Objectives list and include it in our five year strategic plan. Motion unanimously approved.

II. **Open Forum**

- APC Report – Completed Winter schedule. The APC followed the advice and guidelines requested by the ISPC. Reduced from 264 FTES to 137 FTES.
- This Friday Chancellor Gray is holding a Plan B budget meeting. Let Sharon Crasnow and Gail Zwart know if you have any budget reduction ideas.

Adjourned – 2:45

STRATEGIC PLANNING GOALS

I. **INCREASE STUDENT ACHIEVEMENT.**

Objectives:

1. Improve transfer preparedness (completes 60 transferable units with a 2.0 GPA or higher).
2. Improve transfer rate by 10% over 5 years.
3. Increase the percentage of basic skills students who complete the basic skills pipeline by supporting the development of alternatives to traditional basic skills curriculum.
4. Improve persistence rates by 5% over 5 years (fall-spring; fall-fall).
5. Increase completion rate of degrees and certificates over 6 years.
6. Increase success and retention rates.
7. Increase percentage of students who complete 15 units, 30 units, 60 units.
8. Increase the percentage of students who begin addressing basic skills needs in their first year.
9. Decrease the success gap of students in online courses as compared to face-to-face instruction.

II. **IMPROVE THE QUALITY OF STUDENT LIFE.**

Objectives:

1. Increase student engagement (faculty and student interaction, active learning, student effort, support for learners).
2. Increase frequency of student participation in co-curricular activities.
3. Increase student satisfaction and importance ratings for student support services.
4. Increase the percentage of students who consider the college environment to be inclusive.
5. Decrease the percentage of students who experience unfair treatment based on diversity-related characteristics.

III. **INCREASE STUDENT ACCESS.**

Objectives:

1. Increase percentage of students who declare an educational goal.
2. Increase percentage of new students who receive an educational plan.
3. Distribution of our student population is reflective of the communities we serve.
4. Reduce scheduling conflicts that negatively impact student completion of degrees and programs.

IV. **CREATE EFFECTIVE COMMUNITY PARTNERSHIPS.**

Objectives:
1. Increase the number of students who participate in summer bridge programs.
2. Increase the number of industry partners who participate in industry advisory council activities.
3. Increase the number of dollars available through scholarships for Norco College students.
4. The numbers of partnerships that are established through grant activities.
5. Success of Kennedy Partnership (percent of students 2.5 GPA+, number of students in co-curricular activities, number of students who are able to access courses; number of college units taken).
6. Increase the number of partnership efforts with K-12 districts.

V. **STRENGTHEN STUDENT LEARNING.**

Objectives:
1. 100% of units (disciplines, Student Support Service areas, administrative units) will conduct systematic program reviews.
2. Increase the percentage of student learning and service area outcomes assessments that utilize authentic methods.
3. Increase the percentage of programs that conduct program level outcomes assessment that closes the loop.
4. Increase assessment of student learning in online courses to ensure that it is consistent with student learning in face-to-face courses.
5. Increase the number of faculty development workshops focusing on pedagogy each academic year.

VI. **DEMONSTRATE EFFECTIVE PLANNING PROCESSES BY PROMOTING TRANSPARENCY AND THE SYSTEMATIC USE OF DATA IN DECISION-MAKING.**

Objectives:
1. Increase the use of data to enhance effective enrollment management strategies.
2. Systematically assess the effectiveness of strategic planning committees and councils.
3. Ensure that resource allocation is tied to planning.
4. Institutionalize the current Technology Master Plan.
5. Increase external funding sources to support college initiatives.

VII.   STRENGTHEN OUR COMMITMENT TO OUR EMPLOYEES.

Objectives:
1. Provide professional development activities for all employees.
2. Increase the percentage of employees who consider the college environment to be inclusive.
3. Decrease the percentage of employees who experience unfair treatment based on diversity-related characteristics.
4. Increase participation in events and celebrations related to inclusiveness.
5. Implement a health and wellness program in support of college employees.

GOALS AND OBJECTIVES: (9/19/12)

I.   **INCREASE STUDENT ACHIEVEMENT.**
   Objectives:

   1. Improve transfer preparedness (completes 60 transferable units with a 2.0 GPA or higher).
   2. Improve transfer rate by 10% over 5 years.
   3. Increase the percentage of basic skills students who complete the basic skills pipeline by supporting the development of alternatives to traditional basic skills curriculum.
   4. Improve persistence rates by 5% over 5 years (fall-spring; fall-fall).
   5. Increase completion rate of degrees and certificates over 6 years.
   6. Increase success and retention rates.
   7. Increase percentage of students who complete 15 units, 30 units, 60 units.
   8. Increase the percentage of students who begin addressing basic skills needs in their first year.
   9. Decrease the success gap of students in online courses as compared to face-to-face instruction.
   10. Increase course completion, certificate and degree completion, and transfer rates of underrepresented students.

II.   **IMPROVE THE QUALITY OF STUDENT LIFE.**
   Objectives:

   1. Increase student engagement (faculty and student interaction, active learning, student effort, support for learners).
   2. Increase frequency of student participation in co-curricular activities.
   3. Increase student satisfaction and importance ratings for student support services.
   4. Increase the percentage of students who consider the college environment to be inclusive.
   5. Decrease the percentage of students who experience unfair treatment based on diversity-related characteristics.
   6. Increase current students' awareness about college resources dedicated to student success.

III.   **INCREASE STUDENT ACCESS.**
   Objectives:

   1. Increase percentage of students who declare an educational goal.
   2. Increase percentage of new students who develop an educational plan.
   3. Increase percentage of continuing students who develop an educational plan.
   4. Insure the distribution of our student population is reflective of the communities we serve.
   5. Reduce scheduling conflicts that negatively impact student completion of degrees and programs.

IV.   **CREATE EFFECTIVE COMMUNITY PARTNERSHIPS.**

Objectives:
1. Increase the number of students who participate in summer bridge programs.
2. Increase the number of industry partners who participate in industry advisory council activities.
3. Increase the number of dollars available through scholarships for Norco College students.
4. Increase institutional awareness of partnerships that are established with business and industry.
5. Continue the success of Kennedy Partnership (percent of students 2.5 GPA+, number of students in co-curricular activities, number of students who are able to access courses; number of college units taken).
6. Increase community partnerships.
7. Increase institutional awareness of community partnerships.
8. Increase external funding sources to support college initiatives.

V.   **STRENGTHEN STUDENT LEARNING.**

Objectives:
1. 100% of units (disciplines, Student Support Service areas, administrative units) will conduct systematic program reviews.
2. Increase the percentage of student learning and service area outcomes assessments that utilize authentic methods.
3. Increase the percentage of programs that conduct program level outcomes assessment that closes the loop.
4. Increase assessment of student learning in online courses to ensure that it is consistent with student learning in face-to-face courses.
5. Increase the number of faculty development workshops focusing on pedagogy each academic year.

VI.   **DEMONSTRATE EFFECTIVE PLANNING PROCESSES BY PROMOTING TRANSPARENCY AND THE SYSTEMATIC USE OF DATA IN DECISION-MAKING.**

Objectives:
1. Increase the use of data to enhance effective enrollment management strategies.
2. Systematically assess the effectiveness of strategic planning committees and councils.
3. Ensure that resource allocation is tied to planning.
4. Institutionalize the current Technology Plan.
5. Revise the Facilities Master Plan.

VII. STRENGTHEN OUR COMMITMENT TO OUR EMPLOYEES.

Objectives:
1. Provide professional development activities for all employees.
2. Increase the percentage of employees who consider the college environment to be inclusive.
3. Decrease the percentage of employees who experience unfair treatment based on diversity-related characteristics.
4. Increase participation in events and celebrations related to inclusiveness.
5. Implement programs that support the safety, health, and wellness of our college community.