Institutional Strategic Planning Council (ISPC)
October 17, 2012
1:00-3:00   (ST 107)

Attendees:

- **Attendees:** Deborah Tompsett-Makin, Debbie DiThomas, Shauuna Winn (ASNC), Myrissa Cameron (ASNC), Ruth Jones-Santos, Diane Dieckmeyer, Ruth Leal, Jim Thomas, Celia Brockenbrough, Gail Zwart, Melissa Bader, Jason Rey, Greg Aycock, Mark Lewis, Walter Stevens, Sharon Crasnow,

- **Absentees:** Andy Aldasoro, David Bobbitt, Mark DeAsis

- **Guests:** Judy Perry, Carol Farrar, James Finely, Lorena Patton, Gustavo Oceguera, Arend Flick, Monica Green, Mitzi Sloniger

Welcome: - Dr. Diane Dieckmeyer

- Welcomed new member – Ruth Jones she is replacing Leona Crawford.

Approval of Minutes: - Dr. Gail Zwart

Motion by Jason Rey, second by Jim Thomas to approve the minutes for the September 19, 2012 meeting. Motion approved with one abstention.

I. Action Items:

A. New Program Approvals (Judy Perry and James Finley)

- ❖ Gustavo explained that grants can pay for faculty in new programs. This helps to make sure there is no change in the FTE for the college.
- ❖ CAP Stone Programs are great for assessment.
- ❖ The committee discussed the Mission Statement as it pertains to new programs. These programs are in line with our Mission Statement.
- ❖ The new programs have support from the APC, the Academic Senate and the department.
- ❖ There was a question on who owns a completed game or a new mobile application. The District is currently working on a policy to address this question. If the program/app was grant funded any money earned comes back to the grant, at least while the grant is still in effect.

- **Game Programming**

  ➢ This is the final program needed to complete the Simulation and Development track.
  ➢ This is part of Title V: Portal to your Future. The Portal grant is in its 4th year and includes three other new programs that are already in rotation.
  ➢ Will use epsilon for PLO's and SLO's. Already have all the required resources for this Cal State San Bernardino.

  Motion by Debbie DiThomas, second by Ruth Jones to approve the Game Programming program. Motion unanimously approved.

- **Mobile Application Development**

  Motion by Debbie DiThomas, second by Jim Thomas to approve the Mobile Application Development program. Motion unanimously approved.

  ➢ Mobile apps have become a lucrative business all over the world.
  ➢ This program includes web development.
  ➢ Provides a seamless transition to Cal State San Bernardino. Part of CAP Stone Program (Certificate Acceleration Program).
  ➢ By the end of the program students will be able to launch a completed mobile application.

B. Reaffirmation of Enrollment Management Guidelines – Ms. Melissa Bader

- FTES Subcommittee put these guidelines together during Spring 2012. They are still being utilized for scheduling.
- The guidelines reinforce strategic scheduling/planning. These are data driven decisions.
- Would like to reaffirm the guidelines prior to spring scheduling that will take place this Friday.

Motion by Jason Rey, second by Shaunna Winn to reaffirm the current Enrollment Management Guidelines. Motion amended by Jason Rey and Shaunna Winn to include the percentages for the three areas - CTE, Basic Skills and Transfer. Motion approved.

II. Information Items

A. Review of Draft Goals and Objectives for Strategic Plan – Dr. Gail Zwart

- Reviewed the comments that were received.
- Discussion and changes to the draft.
- Revised document will be taken to the COTW on October 30.

B. Review of Strategic Planning Processes and Committee Procedures – Dr. Diane Dieckmeyer

- Suggestion to provide some guidelines to the other strategic planning committees.
- Decision to have an ISPC subcommittee to develop operating procedures, review the strategic plan flow chart, etc. and provide the ISPC with recommendations. Volunteer subcommittee members include Dr. DiThomas, Ruth Leal, Dr. Dieckmeyer, Dr. Crasnow and Gustavo Oceguera.

III. <u>Accreditation Update</u> – Dr. Diane Dieckmeyer

- First draft deadline is October 26. Submit your draft to Dr. Flick and Dr. Dieckmeyer.
- Documents will be reviewed and returned, with comments, within about two weeks.
- The first evidence list will also be submitted on October 26. Jefferson will be working on these documents.
- A more complete draft is due December 6.

IV. <u>Open Hearing</u>

- The new Social Justice and Civil Liberties Center will hold an open house on November 2 from 3:00-6:00. RSVP to Karin Skiba.
- Discussion on the use of electronic devices during the ISPC meetings. They can be used for handout viewing.

<u>Adjourned</u> – 2:50

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.
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.

Draft – 9/19/12

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.

GUIDING PRINCIPLES FOR 2012-2013

These are the 12-13 Guiding Principles developed by the Enrollment Management subcommittee of the ISPC.

These Guiding Principles were developed during the Spring 2012 semester, approved by ISPC, and approved by the college president on 03/29/12.

Guiding Principles for 2012-2013

1. Course offerings should maintain pipeline courses for our students

   a. Since CTE has a well-established pipeline of course offerings; the percentage of CTE FTES will remain the same

   b. In an effort to support our students in need of Basic Skills; the percentage of Basic Skills and non-transferable|non-basic skills FTES will remain the same

2. Course offerings in the Transfer-level category should reflect mandatory transfer requirements; especially focusing on CSU requirements.

   a. The distribution of transfer level FTES (exclusive of CTE) will reflect proportionally the options for students to meet degree/transfer goal

3. Consideration (weight) should be given to courses satisfying more than one requirement AND courses that are single-option or near single-option requirement satisfiers (the "must-take" courses)

4. Given the disparity between the ISPC recommended distribution and the historical distribution; care should be exercised by those creating the schedule. It is recognized that it may take a few semesters to move toward achieving the recommended distribution.

NORCO COLLEGE

STRATEGIC PLANNING PROCESS

BOARD OF TRUSTEES

CHANCELLOR

DISTRICT STRATEGIC PLANNING COMMITTEE

PRESIDENT

ACADEMIC SENATE

INSTITUTIONAL STRATEGIC PLANNING COUNCIL

TOWN HALL MEETING

ACADEMIC SENATE STANDING COMMITTEES

- CURRICULUM COMMITTEE
- PROGRAM REVIEW COMMITTEE
- STUDENT SUCCESS COMMITTEE
- ASSESSMENT COMMITTEE

PRIORITIZATION PLANNING COUNCILS

- ACADEMIC PLANNING COUNCIL
- STUDENT SERVICES PLANNING COUNCIL
- BUSINESS AND FACILITIES PLANNING COUNCIL

- GRANT ADVISORY COMMITTEE
- LEGACY COMMITTEE
- LIBRARY ADVISORY COMMITTEE
- EQUITY/MATRICULATION COMMITTEE
- PRESIDENT'S CABINET
- TECHNOLOGY COMMITTEE
- ASSOCIATED STUDENTS OF NORCO COLLEGE