

## **Institutional Strategic Planning Council (ISPC)**

November 7, 2012

1:00-3:00 (ST 107)

### **Attendees:**

- **Attendees:** Myrissa Cameron (ASNC), Diane Dieckmeyer, Celia Brockenbrough, Gail Zwart, Jim Thomas, Ruth Leal, Deborah Tompsett-Makin, Walter Stevens, Greg Aycock, David Bobbitt, Mark Lewis, Melissa Bader, Sharon Crasnow, Jason Rey, Andy Aldasoro
- **Absentees:** Ruth Jones, Mark DeAsis, Debbie DiThomas, Dominique Hitchcock
- **Guests:** Paul Parnell, Arend Flick, Carol Farrar, Damon Nance

### **Welcome:** - Dr. Diane Dieckmeyer

- Would like to recognize the entire committee for their hard work completing the vision statement, the mission statement and the college goals and objectives.
- Thank you to Dr. Zwart and Dr. Crasnow for their leadership.
- Discussion on the comments made at the COTW meeting concerning the second reading of the goals and objectives.

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

**Motion by Jason Rey, second by Melissa Bader to approve the minutes for the October 17, 2012 meeting. Motion approved, one opposed, one abstention.**

### **I. Action Items:**

#### **A. Guidelines for Strategic Planning – Dr. Diane Dieckmeyer**

**Motion by Greg Aycock, second by Jim Thomas to accept the Strategic Planning Guiding Principles. Motion tabled by Melissa Bader.**

- Sub-committee met and prepared the draft guidelines.
- Reviewed principles and gave examples of possible scenarios and their direction in the strategic planning process.
- Suggested several revisions to the document.
- Need to discuss at next meeting why TMCs are not approved by the APC.
- Motion was tabled to allow time to make suggested revisions to the guidelines.

## **B. Revised Strategic Planning Flowchart – Dr. Diane Dieckmeyer**

**Motion by Sharon Crasnow, second by Debra Tompsett-Makin to approve the revised Strategic Planning Flowchart. Motion unanimously approved.**

- Reviewed and discussed revisions to flowchart.
- Add arrow from ISPC to Academic Senate, showing flow of information in both directions.
- Add inclusion markings along the side of the committee list indicating that all the committees are standing strategic planning committees.

## **II. Information Items**

### **A. Review of Final Strategic Plan – Dr. Gail Zwart**

- Sent e-mail to President and Vice Presidents' requesting their comments and/or changes by tomorrow.
- The draft will be corrected; the flowchart updated, etc. and then the plan will be brought back to the ISPC for another review.

### **B. Accreditation Update – Dr. Diane Dieckmeyer**

- Reviewed all draft accreditation documents that were submitted on October 26 by the Accreditation Steering Committee.
- The committee is invited to attend a combination meeting/celebration on December 6 to discuss what will needs to be done next and to recognize the great work they have already completed.
- Committee members will be receiving comments on their draft documents soon.

### **C. Facilities Master Plan Update – Mr. David Bobbitt**

- Announced that Mr. Bobbitt is now Norco's interim full time Vice President of Business Services.
- Received an update from the BFPC meeting on October 18. The consultants are currently on second stage of a five stage process to write the master plan.
- Presented a PowerPoint put together by the consultants that analyzed the existing conditionals at Norco.
- At the next BFPC meeting on November 15 the consultants will review and add landscape information.

### **D. Report of 2008-2012 Strategic Planning Goals – Dr. Greg Aycock**

- Everyone received a copy of the Educational Master Plan/Strategic Planning Goals - Review of Results for 2008-2012 via e-mail yesterday.
- Reviewed the data for the last five years.

### **E. District Strategic Plan – Dr. Parnell**

- Group met with the district facilitator.
- The draft document has been e-mailed to everyone requesting their comments/suggestions.
- Will not be finalized until after the Winter session.

### **F. Recommendation report out – Melissa Bader**

- Explained the guiding principles that have been followed for the last few semesters.
- FTES is not necessary the only item that is used for decision making. Student headcount is also considered.
- Decisions are very data driven.
- E-mail any questions to Melissa.

### **III. Open Hearing**

- The next ISPC meeting (November 21) has been cancelled.

**Adjourned** – 3:00

## Guiding Principles for Strategic Planning Committees

Developed by the Institutional Strategic Planning Council (ISPC), the following guiding principles and procedures are designed to provide clarification and direction to the strategic planning processes at Norco College.

- Items affecting resources or those having broad impact on the institution should be directed to the planning councils, followed by the ISPC.
- Major decisions made by the planning councils should move forward to the ISPC.
- Urgent matters or those which need a recommendation for which no recommending body is available (winter/summer), shall be forwarded directly to the president.
- Committees will publish their agendas to the nor-all listerv 3 days prior to the date of their meeting.
- Minutes and agendas will be posted to the website.
- Minutes will follow the agreed upon template structure.
- As with other programs, Transfer Degrees (also known as TMC's) must be approved by the ISPC.
- Though in most instances, items are moved from a committee to either the Senate or a planning council, committees may also bring items directly to the ISPC with consultation of the ISPC co-chairs.
- Standing committees of the senate will make regular reports to the Senate. Other standing committees, including the Senate, will make regular reports to the ISPC during each primary term, based upon a rotation.
- Students will be represented on all committees unless mutually agreed upon by the committee and ASNC.
- Standing committees of the Senate are elected by the committee and are co-chaired by an administrator. Other standing committees will elect a staff or faculty chair and have an administrative co-chair.



Category	SUM	FAL	WIN	SPR
CSU_GE_Transfer A-E only	85% • 25% ENG • 25% MAT • 35% A-E (nonENG/MAT)	54%	62%	55%
CTE (only counted once here)	15%	19%	19%	19%
Basic Skills	0	13%	6%	12%
Non-transfer degree applicable (ENG-50 and MAT-35)	0	9%	9%	9%
Transfer_Level_notGE	Some overlap with CTE (but counted in CTE)	5%	4 %	5%

The following Guiding Principles were developed specifically for **SUM 2012**:

- 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.

### **2012-13 Guiding Principles**

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.

APC used these Guiding Principles to develop the FAL 12 schedule and will continue to utilize these as the remainder of the 12-13 year is developed.