Institutional Strategic Planning Council (ISPC)
December 5, 2012
1:00-3:00   (ST 107)

Attendees:

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

- **Absentees:**   Andy Aldasoro

- **Guests:**   Natalie Aceves, Leona Crawford, Carol Farrar, Paul Parnell, Lorena Patton, Judy Perry, Kevin Fleming, Damon Nance, Koji Uesugi, Arend Flick, Patti Worsham, Monica Green

Welcome: - Dr. Diane Dieckmeyer

- Welcomed everyone to the last ISPC meeting of the term.

Approval of Minutes: - Dr. Gail Zwart

Motion by Jim Thomas, second by Deborah Tompsett-Makin to approve the minutes for the November 7, 2012 meeting. Motion unanimously approved.

I. Action Items:

A. Approval of Transfer Degrees

1. Computer Science – Judy Perry

- Worked with Riverside City faculty on this transfer degree.
- Supports game program and gaming along with computer programing. Also worked with Norco math discipline on courses.
- Yesterday Moreno Valley decided to include this transfer degree at their college.
- Currently working on scheduling the courses. Hope to start rotation of these courses in Fall 2013.
- Are aligned closely with C-ID numbers, but have not been obtained them yet.
- Have all hardware, software and faculty in place.
- Lab impact may be reduced because some of the lab time will be spent in class with faculty and not in the lab.
- Do not plan to offer on-line.

Motion by Debbie DiThomas, second by Deborah Tompsett-Makin to approve the Computer Science Transfer Degree. Motion unanimously approved.

2. **Studio Arts A-ST**

   - Originally called Art History but name has been changed to Studio Arts.
   - All courses are currently offered.
   - Have all necessary faculty, equipment, etc.
   - No additional costs.

   Motion by Jim Thomas, second by Debbie DiThomas to approve the Studio Arts Transfer Degree. Motion unanimously approved.

3. **Theater Arts**

   - Same as Riverside City College's transfer degree plus THE 9 class.
   - Will need two part time faculty.
   - Cost would be approx. $18,000 - $25,000 per year.
   - Theater courses are not currently being offered. Would have to eliminate some current course offerings.

   Motion by Melissa Bader, second by Deborah Tompsett-Makin to approve the Theater Arts Transfer Degree.

   Move by Ruth Jones, second by Jason Rey to table the Theater Arts Transfer Degree. Motion approved. (10 approve and 5 opposed)

4. **Business Administration A-ST Patti Worsham**

   - All currently being offered. Offered every semester.
   - No cost impact everything is currently in rotation.
   - Puts students on path for degree or TMC.
   - Moving through C-ID process.

   Motion by Ruth Jones, second by Debbie DiThomas to approve the Business Administration Transfer Degree. Motion unanimously approved.

5. **Pre-Engineering**

   - Title III Grant
   - Currently offering all courses. No new additions. Only impact is informing students on path they need to follow to take courses.

   Motion by Melissa Bader, second by Greg Aycock to approve the Pre-Engineering Transfer Degree. Motion unanimously approved.

6. Physics A-ST

   - No electives. All required courses are already being offered.

Motion by Ruth Jones, second by Jim Thomas to approve the Physics Transfer Degree. Motion unanimously approved.

7. English

   - All classes currently in rotation.
   - Needs to go to Tech Review and Curriculum Committee.

Motion by Diane Dieckmeyer, second by Ruth Jones to approve the English Transfer Degree. Motion unanimously approved.

8. Anthropology

   - No information at this time.

Move to table by Melissa Bader, second by Deborah Tompsett-Makin. Motion unanimously approved.

9. Math

   - Has already been approved by Tech Review Committee. Going to Curriculum Committee on Tuesday.

Motion by Jim Thomas, second by Ruth Jones to approve the Math Transfer Degree. Motion unanimously approved.

B. **Norco College Strategic Plan and Process 2012-2018 – Dr. Gail Zwart**

Motion by Sharon Crasnow, second by Ruth Jones to approve the Norco College Strategic Plan and Process 2012-2018 document with changes. Motion unanimously approved.

- Going to District Strategic Planning meeting this Friday.
- Changes – Need to include the core commitments, the visions statement and the mission statement.
- Will change flowchart to indicate that Board of Trustees communicate back to the Chancellor.
- Need to better show how the goals and objectives connect with strategic planning.
- Need to add information and a Statement of Purpose for the Distance Education Committee.

C. **Guiding Principles for Strategic Planning Committees – Dr. Diane Dieckmeyer**

Motion by Melissa Bader, second by Sharon Crasnow to approve the Guiding Principles for Strategic Planning Committees. Motion approved with one opposed.

- This document contains the guidelines to help the committees do the business of strategic planning.
- Suggestion to change name to Guiding Procedures instead of Guiding Principles.
- Suggestion to include the definition of terms.
- Suggestion to clarify certain terms (board impact, major decisions, urgent committee matters). Discussion followed.
- Suggestion to have the ISPC and the sub-committee members meet and discuss these principles.

II. Information Items

A. Technology Plan Update – Mr. Damon Nance and Ms. Ruth Leal

- A consultant was hired through the Title V Portal Grant to help with the Technology Plan.
- Committee did SWOT analysis along with holding discussions with focus groups and conducting surveys to solicit input for the plan.
- Received draft from the consultant at the end of the Spring term.
- The Technology Committee has approved the draft.
- The goals were reviewed with the ISPC Committee.
- Discussion of Goals IV and V. Further discussion on "owner" and "dependencies" of these two goals. Will be discussed by Distance Ed Committee and comments will be shared with the Technology Committee.

B. EMAC – Student Campus Climate Survey – Dr. Koji Uesugi

- Currently administering staff and faculty diversity survey.
- Diversity survey has been conducted in both 2009 and 2010. Currently working to include students in this year's survey.
- If you have not already taken the survey please complete it by December 7.
- Student portion will be administered in the spring. The inclusion of students is part of the Student Equity Plan.
- These results will be combined with the CSSE.

III. Open Hearing

- District Enrollment Management meeting is next week. Will be discussing college enrollment allocations.
- Currently considering Blackboard 9.1 contract renewal for 5 years. However, the decision has been delayed and will not be made until spring.

Adjourned – 3:00

Thought Questions for Approving Degrees in ISPC

Relationship to Mission and Vision:

1. Does the degree support the vision of the college?

2. Does the degree support the mission of the college?

3. Is there demonstrated student interest in the degree?

Resource Impacts:

1. Are the courses contained in the degree currently being scheduled? Is there a rotation of course offerings for the degree?

2. Are there any special facility needs required? If so, do they currently exist? Would facilities/buildings have to be repurposed for the degree?

3. Are there any technology needs?

4. Are there any equipment needs?

5. Are there any contractual considerations? (stipends, reassign time, etc.)

6. Are there any staff positions required? Is there any other impact to staff?

College: R_X__ M___ N_X_

TOPs Code: _____

Computer Science AS-T

PROGRAM PREREQUISITE: None

SHORT DESCRIPTION of PROGRAM
This degree is designed to facilitate the student's passage from Norco College to the University System with an Associate Degree in Computer Science. This degree will satisfy the lower division requirements for the eventual conferral of the Bachelor's Degree in Computer Science. With this degree the student will be prepared for transfer to the university upper division level.

The Associate in Science in Computer Science for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better. (Students completing this degree are not required to fulfill the RCCD graduation requirements found in section VII. Additional degree requirements: Health Education and Self Development).

PROGRAM LEARNING OUTCOMES
Upon successful completion of this program, students should be able to:
 • write programs utilizing the following data structures: arrays, records, strings, linked lists, stacks, queues, and hash tables.
 • write and execute programs in assembly language illustrating typical mathematical and business applications.
 • demonstrate different traversal methods of trees and graphs.

Required Core (29 units):		Units
CSC 5	Programming Concepts & Methodologies I: C++	4
CSC 7	Discrete Structures	3
CSC 11	Computer Architecture and Organization: Assembly	3
CSC 17a	Programming Concepts & Methodologies II: C++	3
MAT 1a	Calculus I	4
MAT 1b	Calculus II	4
PHY 4a	Mechanics	4
PHY 4b	Electricity Magnetism	4
Total Units		29

*Students with more than one target transfer institution should consult their counselor to determine if they should take any additional course(s).

RIVERSIDE COMMUNITY COLLEGE DISTRICT
PROGRAM OUTLINE of RECORD

Studio Art Associate in Arts for Transfer Degree

Campus: R__ M__ N X

PROGRAM PREREQUISITE:

SHORT DESCRIPTION of PROGRAM

The Associate in Arts in Studio Arts for Transfer provides a solid preparation for transfer majors in the various areas of studio art, including design, drawing, and painting. This Studio Arts degree has an emphasis in Art History. Additionally, the studio courses align well with preparation for transfer majors in related fields such as sculpture, photography, and other areas of study at UC, CSU, and private colleges and universities.

The Associate in Arts in Studio Arts for Transfer degree will be awarded upon completion of coursework totaling 60 California State University (CSU) transferable units including the major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better.

PROGRAM LEARNING OUTCOMES Upon successful completion of this program, students should be able to:

- Demonstrate proficient technical and creative skills with a variety of art materials.
- Understand works of art and design and the artistic contributions of diverse peoples through critical discussion and written assignments.
- Demonstrate, through the analysis of aesthetic and cultural values, an understanding of the contribution of art and design to human experience.

Required Courses (12 units)		Units
ART 2	History of Western Art: Renaissance through Contemporary	3
ART 17	Beginning Drawing	3
ART 22	Basic Design	3
ART 24	Three Dimensional Design	3
List A: Select 1 course (3 units)		Units
ART 1	History of Western Art: Prehistoric, Ancient, and Medieval	3
ART 5	History of Non-Western Art	3
ART 9	African Art History	3
List B: Select 3 courses (9 units)		Units
ART18 or ART 40	Intermediate Drawing or Figure Drawing	3
ART 20	Beginning Sculpture	3
ART 23	Design and Color	3
ART 26	Beginning Painting	3
ART 36	Computer Art	3
Total Units		24

Theatre Arts TMC

Resource Requirements

Faculty: 2 Part-time instructors
                    1 for Technical Theatre Courses
                    1 for Acting and Script Analysis Courses

Curriculum: Inclusion of technical theatre courses
                    Lighting Design
                    Scenic Design
                    Costume Design
                    Script Analysis (New course)

Fiscal: $5000.00 - $7000.00 for productions/practicums.
                    Supplies (Scenic, Costume, Technical)
                    Royalties and Rentals
                         Estimated 50% from ticket revenue and ASNC.

Inter-disciplinary Collaboration:

Music, Commercial Music, and Dance disciplines.

Transfer Opportunities

CSU Fullerton :   Very active Theatre department. Many transfer opportunities.
UC Irvine: Nationally and globally recognized Drama program, both
                   undergraduate and graduate.

Industry and Career Training

Los Angeles, Hollywood, Burbank, and Las Vegas are all nearby industry hubs. Students gain important introductory training to either successfully transfer or directly enter the industry either as performer, technician, or both.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
PROGRAM OUTLINE of RECORD

Theatre Arts Transfer Degree

College: R__ M__ N X

PROGRAM PREREQUISITE:

SHORT DESCRIPTION of PROGRAM

The Associate in Theatre Arts Degree for Transfer promotes an understanding of theatre as a unique and highly collaborative performing art. Students are taught to apply fundamental theatre terminology and concepts, an appreciation of the artistic process, and how to analyze various types of work, in order to articulate the historical, social, and aesthetic functions of the art-form.

PROGRAM LEARNING OUTCOMES Upon successful completion of this program, students should be able to:

- Express an understanding of the collaborative apparatus of Theatre.
- Communicate an understanding of aesthetics, and appreciate the relationship between theatre and other forms of art.
- Utilize analysis and critical thinking skills to communicate ideas, opinions, and observations regarding theatrical processes and works of theatrical art.
- Demonstrate how theatre communicates universally recognized contributions of artistic impulses from diverse peoples.

Required Courses (9 units)		Units
THE 3	Introduction to the Theatre	3
THE 32	Acting Fundamentals	3
THE 5	Theatre Practicum	3

List A: Select 3 Courses (9 units)		Units
THE 25	Makeup for the Stage	3
THE 33	Scene Acting: Creating a Role	3
THE 34	Scene Study in Various Theatrical Styles	3
THE 35	Classical Acting with Emphasis in Shakespearean Verse	3
THE 41	Elementary Stagecraft	3
THE 44	Theatrical Set Design	3
THE 48	Theatrical Lighting Design	3
THE 9	Script Analysis	3
46	*Costume Design*	

The Associate Theatre Arts for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better. (Students completing this degree are not required to fulfill the RCCD graduation requirements found in section VII. Additional degree requirements: Health Education and Self Development)

Total Units		18

College: R_X__ M_X__ N_X_

TOPs Code: _____

Business Administration AS-T

PROGRAM PREREQUISITE: None

SHORT DESCRIPTION of PROGRAM
This degree is designed to facilitate the student's passage from Norco College to the California State University System with an Associate Degree in Business Administration. This degree will satisfy the lower division requirements for the eventual conferral of the Bachelor's Degree in Business Administration at CSU. With this degree the student will be prepared for transfer to the university upper division level.

The Associate in Arts in Business Administration for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better. (Students completing this degree are not required to fulfill the RCCD graduation requirements found in section VII. Additional degree requirements: Health Education and Self Development).

PROGRAM LEARNING OUTCOMES
Upon successful completion of this program, students should be able to:
• demonstrate use of technology and / or application software to analyze and solve business decisions.
• demonstrate mathematical and accounting procedures used for business calculations and decisions.
• demonstrate the application of economic and / or business theories to develop effective business processes.

Required Core (15 units):		Units
ACC 1A	Principles of Accounting I	3
ACC 1B	Principles of Accounting II	3
BUS 18A	Business Law I	3
ECON 7/7H	Macroeconomics	3
ECON 8	Microeconomics	3

List A (Select one course, 3-4 units):		Units
MAT 5	Business Calculus	4
OR		
MAT 4	Finite Math	3
OR		
MAT 12/12H	Statistics	3

List B (Select Two courses, 6-7 units):		Units
Any course from List A not already chosen		
BUS 10	Introduction to Business	3
BUS 22	Management Communications	3
CIS 1A	Introduction to Computer Information Systems	3

Total Units   **24-25**

*Students with more than one target transfer institution should consult their counselor to determine if they should take any additional course(s).

RIVERSIDE COMMUNITY COLLEGE DISTRICT
PROGRAM OUTLINE of RECORD

College: R___ M___ N_x__

TOPs Code: _____

Associate in Science Degree in Physics for Transfer

PROGRAM PREREQUISITE:
None.

SHORT DESCRIPTION of PROGRAM
The Associate in Science in Physics for Transfer degree provides a foundation in physics and mathematics for students planning to transfer into a baccalaureate program in physics or physics education. Successful completion of the transfer degree in Physics guarantees student acceptance to a local California State University to pursue a baccalaureate degree in Physics or a related field.

PROGRAM LEARNING OUTCOMES
Upon successful completion of this program, students should be able to:
* apply appropriate physical laws and mathematical techniques to analyze various physical situations
* perform various scientific experiments and to analyze data to check agreement with theoretical predictions

Required Courses (24 units)		Units
PHY-4A	Mechanics	4
PHY-4B	Electricity and Magnetism	4
PHY-4C	Heat, Light and Waves	4
MAT-1A	Calculus I	4
MAT-1B	Calculus II	4
MAT-1C	Calculus II	4

Total Units: 24

Associate in Science for Transfer Degree
The Associate in Science for Transfer degree in Physics will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better. (Students completing this degree are not required to fulfill the RCCD graduation requirements found in section VII. Additional degree requirements: Health Education and Self Development)

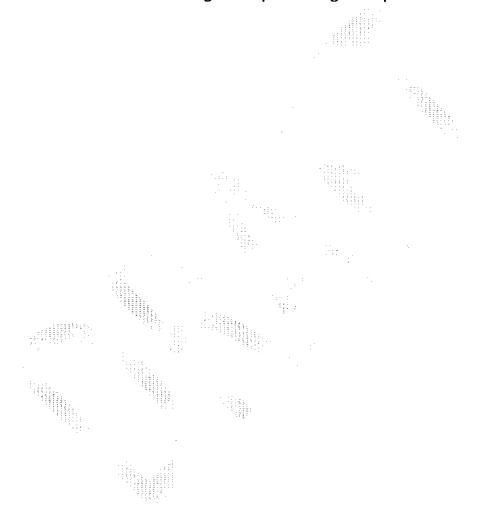# Guiding Principles for Strategic Planning Committees

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

Principles:

- Committee business that has broad impact on institutional resources and/or long-term planning should be directed to the planning councils, followed by the ISPC, and ultimately the COTW.
- Major decisions made by the planning councils should move forward to the ISPC for consideration.
- Urgent committee matters or those which need a recommendation for which no recommending body is available (such as during an intercession), shall be forwarded directly to the president for consideration. The president will inform the ISPC of such matters in a timely manner.
- 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 approval 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.
- Co-chairs of standing committees of the Senate are elected by those committees and are co-chaired by an administrator. Other standing committees will elect a staff or faculty chair and have an administrative co-chair.

Drafted November 7, 2012 (Revised-November 20, 2012)

Procedures:

- It is recommended that the committees publish their agendas to the nor-all listserv 3 days prior to the date of their meeting.

- Minutes and agendas will be posted to the website.
- Minutes will follow the agreed upon college template structure.

I. To prioritize technology at Norco through training & support for faculty, staff, and students

KPI(s): Identify and develop technology trainers to provide technology workshops

Increase attendance in technology training workshops by 5% each year by group

Increase user satisfaction of workshop content and online tutorials by 5% each year

Strategy #1 - Develop a plan for implementing training workshops and trainers

Measurable Objective	Activities	Operational Owner(s)	Dependencies	Key Tasks	Timeline	Resource Estimates	Funding Source	Accomplishments
Identify and develop technology trainers	Establish expectations of trainers; Meet with Professional Development Committee to identify incentives	Tech Committee	Professional Development Committee (PDC), college administration, CTA, CSEA	Meet with PDC to develop plan; Meet with appropriate campus leadership to solicit input; Conduct round -table discussions	Spring 2013	1 FTE throughout academic year	Faculty Reassigned Time	
	Identify and coordinate with college personnel who have technological knowledge	Tech Committee	Professional Development Committee, college administration, CTA, CSEA	Conduct survey of self-reported expertise; Meet with technology trainers to discuss workshops	Spring 2013	none		
Develop a plan for training workshops, online tutorials, and instructional materials	Create a schedule for workshops and plan topics; Create plan for online tutorials; Develop instructional materials	Tech Committee	Professional Development Committee, college administration, CTA, CSEA	Meet with technology trainers to discuss topics, workshop schedule, online tutorials, and instructional materials	Fall 2013; Update Annually	Pending	Possible funding from Title V, STEM Grant, and Perkins	

Strategy #2 – Increase attendance in technology training workshops by 5% each year by group

Measurable Objective	Activities	Operational Owner(s)	Dependencies	Key Tasks	Timeline	Resource Estimates	Funding Source	Accomplishments
Increase attendance of technology training workshops by 5% each year	Establish baseline data from previous workshops; Collect attendance data by group	Tech Committee	Professional Development Coordinator; Dean of Student Success	Conduct assessment of past data; Meet with Dean of Student Success to develop assessment instrument method	Spring 2014; Ongoing	2 FTE for 0.5 day each	Faculty Development Stipend	

Strategy #3 – Increase user satisfaction of workshop content and online tutorials by 3% each year

Measurable Objective	Activities	Operational Owner(s)	Dependencies	Key Tasks	Timeline	Resource Estimates	Funding Source	Accomplishments
Increase user satisfaction of workshop content and online tutorials by 3% each year	Establish baseline data	Tech Committee	Professional Development Coordinator; Dean of Student Success; Student Services	Meet with PDC and Dean of Student Success to gain data on previous workshop attendance	Spring 2013	1 FTE throughout the academic year	Faculty Reassigned Time	
	Develop post training workshop survey of user satisfaction	Tech Committee	Dean of Student Success	Meet with Dean of Student Success to develop assessment instrument method Conduct assessment	Fall 2013; Ongoing	none		
	Develop a satisfaction survey based on identified online tutorials	Tech Committee	Student Services and Dean of Student Success	Meet with SSV and Dean of Student Success to develop survey	Fall 2013; Ongoing	none		

II. Develop a strategic plan for a college-based technology model

KPI(s): Governance model identified and approved; Communication model identified and approved

Strategy #1 - Develop the governance process for a college-based technology model

Measurable Objective	Activities	Operational Owner(s)	Dependencies	Key Tasks	Timeline	Resource Estimates	Funding Source	Accomplishments
Identify member link between planning councils and Tech Committee	Identify members of TC committee and planning councils to establish link	Technology Committee	Each planning council approves the member who represents them on the Tech Committee	Coordinate with the councils to establish one member to serve on TC and with ASNC to designate two student members	Spring 2013	N/A	N/A	
Develop protocol for determining what decisions must be sent to TC and what decisions TC	Work with each individual council to establish the protocol for the planning process	Tech Committee	Council chairs and members abide by the protocols established	Council chair needs to collaborate with TC rep: what info goes forward, what info comes back, what response is necessary	Spring 2013 with implementation in Fall 2013 (funding cycle)	N/A	N/A	

	Measurable Objective	Activities	Operational Owner(s)	Dependencies	Key Tasks	Timeline	Resource Estimates	Funding Source	Accomplishments
sends to councils									
	TC representation on District Technology Committee	Provide TC with District Tech Committee report and minutes	Tech Committee	AVC approval	AVC of District IT Group appoints TC representatives to serve on District Tech Committee to participate in governance process	Spring 2013			
	Representation from the District IT Group for advisory role on TC	Tech Committee requests representation from District IT Group	Tech Committee	AVC IT approves appointment	TC Chair contacts AVC IT to appoint a representative from District IT to serve in advisory role	Spring 2013	none	none	

Strategy # 2: Develop the communication strands within a college-based technology model.

Measurable Objective	Activities	Operational Owner(s)	Dependencies	Key Tasks	Timeline	Resource Estimates	Funding Source	Accomplishments
Develop template for councils to use to standardize information for presentation/ requests	Produce template	Tech Committee	Strategic Planning Process for adoption	Create criteria for technology based decisions, requests, and resources. Send Criteria Template through Strategic Planning Process.	Spring 2013; Review Annually	n/a	n/a	

III. Identify external and internal funding sources and maximize district IT funds

KPI(s): Identify external and internal funding sources; Prioritize technology across administrative program reviews

Strategy #1 - Become familiar with available external funding sources and associated protocols for application and acquisition

Measurable Objective	Activities	Operational Owner(s)	Dependencies	Key Tasks	Timeline	Resource Estimates	Funding Source	Accomplishments
Coordinate with Grants Committee for applicable technology in grants	Identify and prepare a technology needs plan to provide Grants Committee	Tech Committee	Grant Directors and Grants Advisory Committee	Coordinate with Grants Committee for possible external funding sources and assist in the development with	Spring 2013; Ongoing	N/a	n/a	

				potential grants that address technology needs.				
	for application and acquisition of external funding							
Increase the number of departments and CTE units applying for Perkins funds	Communicate Perkins application deadlines and process	Tech Committee	Dean of Instruction, CTE Grants Advisory Committee	Meet with Dean of CTE to determine the cycle of Perkins funding and award criteria	Spring 2013; Ongoing	n/a	n/a	
Create new industry partnerships	Expand efforts to obtain industry partnerships and leverage technology and training therein	Tech Committee	Dean of Instruction, CTE	Coordinate with Dean of Instruction, CTE to expand possible industry partnerships	Ongoing	n/a	n/a	

Strategy #2 – Identify internal funding sources for allocation of technology needs

Measurable Objective	Activities	Operational Owner(s)	Dependencies	Key Tasks	Timeline	Resource Estimates	Funding Source	Accomplishments
Create an initial technology needs budget.	Identify and prepare for technology needs in the budget using technology use model	Tech Committee	President and Executive Cabinet	Meet with Norco administration and grant directors to plan internal funding sources for technology needs	Spring 2013; Ongoing	n/a	n/a	

Strategy #3 – Maximize District IT funds

Measurable Objective	Activities	Operational Owner(s)	Dependencies	Key Tasks	Timeline	Resource Estimates	Funding Source	Accomplishments
Identify district IT funding and incorporate into Technology Needs Budget.	Identify district technology funding	Tech Committee	VP Business Services and District IT Advisor	Meet with VP Business Services and District IT Advisor to identify all possible district funding sources for technology needs	Spring 2013; Ongoing	n/a	n/a	

Strategy #4 – Prioritize technology across administrative program reviews utilizing metrics on Criteria Template.

Measurable Objective	Activities	Operational Owner(s)	Dependencies	Key Tasks	Timeline	Resource Estimates	Funding Source	Accomplishments
Prioritize	Consolidate	Tech	Technology	Meet with	Fall 2013;	None	Technology	

							Funding in budget
technology on administrative program reviews based on metrics from Criteria Template.	campus-wide technology needs and create technology prioritization list from program reviews to send to BFPC.	Committee	Departments and Program Review authors	Technology Departments and key Technology Faculty to ascertain technology needs and costs. Meet with grant directors to ascertain any major plans to make large, grant related technology purchases. Create priority list of technology program review requests for submission to BFPC.	Ongoing		

IV. Ensure expectations for online students are clearly defined and resources are identified

KPI(s): Provide training tools and resources for students in online classes

Increase Blackboard Help Desk calls that are resolved by 5% each year

Strategy #1 - Create an interactive training module and host a webpage with resources for online students

Measurable Objective	Activities	Operational Owner(s)	Dependencies	Key Tasks	Timeline	Resource Estimates	Funding Source	Accomplishments
Create Online Class Orientation for students	Create module about general expectations of online students. Create module and instructional materials about basic technology needs for students to successfully complete online course. Provide	Tech Committee	Distance Ed Committee, Professional Development Committee, Dean of Instruction office, IMC	Coordinate with Distance Ed & Professional Development Committees and technology departments on creation of online class orientation; Coordinate with Distance Ed Committee to require students to	Fall 2013; Ongoing			

	complete this before beginning online classes.			
	info about online resources (online tutoring & online library resources)			
Create a webpage for Online Classes	Provide info and links to online resources for students; Host tutorials and Online Class Orientation	Tech Committee	Distance Ed Committee, Professional Development Committee, Dean of Instruction office, IMC	Spring 2014; Ongoing

Strategy #2 – Increase resolved calls to Blackboard help desk by 5% each year

Increase the percentage of resolved calls to the Blackboard help desk by 5% each year	Obtain data from Blackboard on all calls and outcome; Monitor data	Tech Committee	Distance Ed Committee; Blackboard help desk; Dean of Student Success	With the assistance of Dean of Student Success, conduct assessment of data provided by Blackboard help desk	Fall 2013; Ongoing

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V. Ensure online faculty are knowledgeable about online pedagogy and effective use of the course management system

KPI(s): Create training for faculty on technical requirements associated with online teaching
Create professional development training for faculty on online pedagogy; Create refresher workshop for online teaching

Strategy #1 Provide training opportunities and refresher workshop for Online faculty.

Measurable Objective	Activities	Operational Owner(s)	Dependencies	Key Tasks	Timeline	Resource Estimates	Funding Source	Accomplishments

Measurable Objective	Activities	Operational Owner	Dependencies	Key Tasks	Timeline	Resource Estimates	Funding Source	Accomplishments
Create faculty training module on technical aspects of OL teaching.	Plan and create training modules like 4faculty.org for technical issues	Tech Committee	Distance Ed Committee, Professional Development (PD) Committee, Dean of Instruction office, IMC	Coordinate with Distance Ed & PD Committees and technology departments on creation of training tools	Fall 2013; Ongoing			
Create faculty professional development training in Online pedagogy	Create training modules for Online pedagogy	Tech Committee	Distance Ed Committee, Professional Development (PD) Committee, Dean of Instruction office, IMC	Coordinate with Distance Ed & PD Committees and technology departments on creation of training tools	Fall 2013; Ongoing			
Create refresher workshop for online teaching	Plan and schedule workshop for online faculty to be taken every 1.5 years or when version has substantial change	Tech Committee	Distance Ed Committee, PD Committee, Dean of Instruction office, IMC	Coordinate with Distance Ed & PD committees to implement workshop each semester	Spring 2014; Annually			

VI. Create Technology Use and Structure Models and Incorporate best practices in our use of technology college-wide

KPI(s): Create a technology use model; Make recommendations for Technology Structure/Strategic Model; Task the technology committee with staying abreast of current best practices.

Strategy #1 – Create a technology use model

Measurable Objective	Activities	Operational Owner(s)	Dependencies	Key Tasks	Timeline	Resource Estimates	Funding Source	Accomplishments
Create a college wide technology use model	Create a plan for consistent updates, maintenance,	Tech Committee	Technology Departments Key Technology users	Meet with Technology Departments and key Technology users to determine plan.	Spring 2013; Update annually	n/a	n/a	

| | replacement and purchases of all technology. | | | | | | | |

Strategy #2 – Make Recommendations for Technology Structure/Strategic Model

Measurable Objective	Activities	Operational Owner(s)	Dependencies	Key Tasks	Timeline	Resource Estimates	Funding Source	Accomplishments
Make recommendations for Technology Structure	Review IT Audit and Strategic Plan	Tech Committee	Technology Departments Key Technology users	Meet with Technology Departments and key Technology users.	Fall 2013	n/a	n/a	

Strategy #3 - Task the technology committee with staying abreast of current best practices.

Measurable Objective	Activities	Operational Owner(s)	Dependencies	Key Tasks	Timeline	Resource Estimates	Funding Source	Accomplishments
Attend conferences related to the use of technology in higher education	Determine what areas of technology are important to better understand	Tech Committee	Funding	Review Educause Learning Initiative (ELI) for technology in higher education Call Educause office to get advice on best conference	Fall 2013; Annually	Pending	Professional Development	
Identify two sources for best practice data and review information monthly	Review ECAR (Educause Center for Applied Research) data And Campus Computing Project	Tech Committee	None	Review Web-based research on ECAR and CCP. Contact Educause office for possible input.	Fall 2013; Ongoing	Pending	Professional Development	

VII. *Respond to the needs of the Norco College community*

KPI(s): Benchmark the needs of technology and technology training of the community

Strategy #1 – Develop and implement survey instrument to identify the technology needs and training of the community

Measurable Objective	Activities	Operational Owner(s)	Dependencies	Key Tasks	Timeline	Resource Estimates	Funding Source	Accomplishments
Create online survey	Establish questions to best ascertain the technology training needs of the campus	Tech Committee	Coordination with Dean of Student Success & Professional Development Committee	Work with Dean of Student Success and previous workshop trainers/service areas to establish questions	Spring 2013; Annually	None		
Conduct online campus survey	Implement survey online; Promote awareness college-wide	Tech Committee	Coordination with Dean of Student Success	Connect with Dean of Student Success	Spring 2013; Annually	None		