Institutional Strategic Planning Council (ISPC)
April 17, 2013
1:00-3:00   (ST 107)

Attendees:

- **Attendees:** Diane Dieckmeyer, David Bobbitt, Gail Zwart, Dominique Hitchcock, Ruth Leal, Celia Brockenbrough, Sharon Crasnow, Greg Aycock, Melissa Bader, Debbie DiThomas, Ruth Jones, Marissa Edelman (ASNC), Jason Rey, Ruth Smith (Recorder)

- **Absentees:** Andy Aldasoro, Mark DeAsis, Deborah Tompsett-Makin, Jim Thomas

- **Guests:** Paul Parnell

Welcome: - Dr. Diane Dieckmeyer

- Hope everyone had a nice spring break – welcome back.

Approval of Minutes: - Dr. Gail Zwart

Motion by Melissa Bader, second by Greg Aycock to approve the minutes for the March 20, 2013 meeting. Motion approved with four abstentions.

I. Information Items:

A. **ACCJC Annual Report and Institution Set Standards** - Dr. Diane Dieckmeyer and Dr. Greg Aycock
   - This report is submitted every year. This year there are some additional questions that were not previously discussed.
   - Report will be posted on our website.
   - Reviewed questions and answers on the last submission dated 3/27/13.
   - Discussed institution set standards that now appear in the annual report and how Norco's standards were decided.
   - Any changes or concerns would be noted in our self-study to be reviewed with the ACCJC visiting team.
   - Sharon will take the report to the Academic Senate as an information item.
   - The report will also go to the COTW as an information item.

B. **Procedure for College Wide Input (Standard IV.A.2)** – Dr. Diane Dieckmeyer
   - Need to have published procedure or policy that can be followed outlining the process to submit an idea or to offer input.
   - Dr. Dieckmeyer will draft process and bring it to the next meeting.

C. **Committee Rotations – Dr. Diane Dieckmeyer**
   - On future agendas the committees will be asked to make brief reports to the ISPC using a rotating schedule.

- A time limit will be set for each committee depending on what are working on at that particular time.
- Will also be an evaluation of the committees that will include how well they are communicating with other areas and the ISPC.

D. District Set Standards – Mr. David Bobbitt
- The District now has standards to be followed for all building/facilities within the district. Includes what things should look like, who does what, what department is responsible for what, what process is followed to complete a project, etc.
- Purpose is to give a big picture of internal district/college standards.
- Helps with future buildings. Indicates all the guidelines that are already decided. Saves money and time.
- Standards can be used to inform contractors for bidding on what needs to be included in their bid.
- David will e-mail the committee the link to the Standards. Please review them and provide David with any comments you might have.
- The Standards will need to be voted on at the next meeting.
- Standards also need to go to the COTW.

II. <u>Open Hearing</u>

- Facilities master plan link will be sent to everyone by Dr. Dieckmeyer. Document is in draft form. If you see any mistakes or changes let Dr. Dieckmeyer know. David will be doing the same for the COTW.
- Dr. Dieckmeyer shared that Norco College is well known among other community colleges due to our accreditation and strategic planning processes.

<u>Adjourned</u> – 2:20

Western Association of Schools and Colleges
Accrediting Commission for Community and Junior Colleges

2013 Annual Report
Final Submission
03/27/2013

Norco College
2001 Third Street
Norco, CA 92860

General Information

#	Question	Answer
1.	Confirm logged into the correct institution's report	Confirmed
2.	Name of individual preparing report:	Diane Dieckmeyer
3.	Phone number of person preparing report:	951-372-7199
4.	E-mail of person preparing report:	diane.dieckmeyer@norcocollege.edu
5a.	Provide the URL (link) from the college website to the section of the college catalog which states the accredited status with ACCJC:	http://www.norcocollege.edu/academics/Documents/2012-13%20Catalog/Section%20I_General%20Information%20%202012-2013%20%20%2012JUL02.pdf
5b.	Provide the URL (link) from the college website to the college's online statement of accredited status with ACCJC:	http://www.norcocollege.edu/about/president/Accreditation/Pages/index.aspx
6.	Total unduplicated headcount enrollment:	Fall 2012: 9,303 Fall 2011: 9,636 Fall 2010: 10,119
7.	Total unduplicated headcount enrollment in degree applicable	8,810

	credit courses for fall 2012:	
8.	Headcount enrollment in pre-collegiate credit courses (which do not count toward degree requirements) for fall 2012:	1,780
9.	Number of courses offered via distance education:	Fall 2012: 35 Fall 2011: 35 Fall 2010: 33
10.	Number of programs offered via distance education:	11
11.	Total unduplicated headcount enrollment in all types of Distance Education:	Fall 2012: 1,650 Fall 2011: 1,763 Fall 2010: 1,921
12.	Total unduplicated headcount enrollment in all types of Correspondence Education:	Fall 2012: 0 Fall 2011: 0 Fall 2010: 0
13.	Were all correspondence courses for which students enrolled in fall 2012 part of a program which leads to an associate degree?	Yes

Student Achievement Data

#	Question	Answer
14a.	Successful student course completion rate for the fall 2012 semester:	69.1%
14b.	Institution-set standard for student course completion rate:	64
15a.	Percent of students retained from fall 2011 to fall 2012 semesters:	43.6%
15b.	Institution-set standard for student retention percentage:	36.2%
16a.	Number of students who received a degree in the 2011-12 academic year:	614
16b.	Institution-set standard for student degree completion (percentage—indicate %-- or number):	10.5 %
17a.	Number of students who transferred to 4-year colleges/universities in 2011-2012:	1,790

17b.	Institution-set standard for student transfer to 4-year colleges/universities (percentage—indicate %-- or number):	1,611
18a.	Number of students who completed certificate requirements and received a certificate in the 2011-12 academic year:	396
18b.	Institution-set standard for student certificate completion (percentage—indicate %-- or number):	5.6 %
19a.	Does the college have any certificate programs which are not career-technical education (CTE) certificates?	Yes
19b.	If yes, please identify them:	Intersegmental General Education Transfer Curriculum (IGETC)
20.	Number of career-technical education (CTE) certificates and degrees:	46
21.	Percentage of CTE certificates and degrees which have identified technical and professional competencies that meet employment standards and other standards, including those for licensure and certification:	100%

22.	2010-2011 examination pass rates in programs for which students must pass a licensure examination in order to work in their field of study:

Program	CIP Code-4 digits (##.##)	Examination	Pass Rate
Commercial Music	10.02		78.13 %
Automated Systems Technician	15.06	national	76 %
Computer-Aided Production Tech	48.05	national	72.41 %

23.	22010-2011 job placement rates for students completing certificate programs and CTE (career-technology education) degrees:

Program	CIP Code-4 digits (##.##)	Certificate or Degree	Placement Rate
Architecture & Architectural Technology	04.09	both	58.33 %
Business & Commerce, General	52.01	both	64.1 %
Accounting	52.03	both	70.23 %
Business Management	52.02	both	76.74 %
Marketing & Distribution	52.18	both	60 %
Logistics & Materials Transportation	52.02	both	88.89 %
Real Estate	52.15	both	70.37 %
Digital Media	09.07	both	75 %
Computer Information	11.01	both	62.5 %
Computer Software Development	11.02	both	70.83 %
Engineering Technology, General	15.00	both	63.64 %
Electronics & Electrical Technology	47.01	both	100 %
Drafting Technology	15.13	both	65.22 %
Manufacturing & Industrial Technology	15.06	both	88.46 %
Civil & Construction Management Technology	46.04	both	72.41 %
Child Development/Early Care & Education	19.07	both	65.65 %
Administration of Justice	43.01	both	83.61 %

Student Learning Outcomes and Assessment

#	Question	Answer
24.	Number of courses at the institution:	550
25.	Percent of all college courses with defined Student Learning Outcomes:	100%
26.	Percent of all college courses with ongoing assessment of learning outcomes:	100%
27.	Number of programs at the institution:	81
28.	Percent of all college programs with defined Student Learning Outcomes:	100%
29.	Percent of college programs with ongoing assessment of learning outcomes:	100%
30a.	Percent of all college programs with SLO assessment results available to prospective students:	100%
30b.	URL(s) from the college website where prospective students can find SLO assessment results for programs:	http://www.norcocollege.edu/about/president/strategic-planning/programreview/Pages/index.aspx
31.	Number of student and learning support activities at the institution:	18
32.	Percent of student and learning support activities with defined Student Learning Outcomes:	100%
33.	Percent of student learning and support activities with ongoing assessment of learning outcomes:	100%
34.	Has your institution defined General Education (GE) program Student Learning Outcomes?	Yes
35.	Are your institutional SLOs identical with your General Education program outcomes?	Yes
36.	Do your institution's GE outcomes include all areas identified in the Accreditation Standards?	Yes
37.	Number of courses identified as part of the GE program:	217
38.	Number of GE courses with Student Learning Outcomes mapped to GE program Student Learning Outcomes:	217
39.	Percent of GE courses with ongoing assessment of GE learning outcomes:	100%
40.	Has the institution defined institutional Student Learning Outcomes:	Yes
41.	Number of institutional Student Learning Outcomes:	4
42.	Percent of institutional outcomes with ongoing assessment of learning outcomes:	100%

Substantive Change Items

#	Question	Answer
43.	Number of submitted substantive change requests related to distance education and correspondence education:	Fall 2012: 0 Fall 2011: 0 Fall 2010: 1
44a.	Is the institution anticipating a proposal for a substantive change in any of the following change categories? (Check all that apply)	No changes planned
44b.	Explain the change(s) for which you will be submitting a substantive change proposal:	N/A

Other Information

#	Question	Answer
45a.	Identify site additions and deletions since the submission of the 2011-2012 Annual Report:	N/A
45b.	List all instructional sites other than the home campus where 50% or more of a program, certificate, or degree is offered:	N/A
46.	List all of the institution's instructional sites out of state and outside the United States:	N/A

The data included in this report are certified as a complete and accurate representation of the reporting institution.

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STANDARD IV: LEADERSHIP AND GOVERNANCE

A. Decision-Making Roles and Processes

2. The institution establishes and implements a written policy providing for faculty, staff, administrator, and student participation in decision-making processes. The policy specifies the manner in which individuals bring forward ideas from their constituencies and work together on appropriate policy, planning, and special-purpose bodies.