

Institutional Strategic Planning Council (ISPC)

May 15, 2013

1:00-3:00 (ST 107)

Attendees:

- **Attendees:** Ruth Jones-Santos, Mark DeAsis, Deborah Tompsett-Makin, Melissa Bader, Greg Aycock, Gail Zwart, Ruth Leal, David Bobbitt, Celia Brockenbrough, Dominique Hitchcock, Sharon Crasnow, Andy Aldasoro, Marissa Edelman (ASNC), Diane Dieckmeyer, Jason Parks, Ruth Smith (Recorder)
- **Absentees:** Debbie DiThomas, Mark Lewis, Jim Thomas
- **Guests:** Lyn Greene, Arend Flick, Monica Green, Paul Parnell, Carol Farrar

Welcome: - Diane Dieckmeyer

- ISPC will meet on May 29 to evaluate their effectiveness as a Council.

Approval of Minutes: - Gail Zwart

Motion by Melissa Bader, second by Deborah Makin to approve the minutes for the May 1, 2013 meeting. Motion approved with one abstention.

I. Action Items:

A. Proposal to Restructure Two Committees (EMAC + SSC) – Greg Aycock

- Reviewed PowerPoint presentation.
- Combined committee better represents the new Student Success Act of 2012.
- Recommendation went to Academic Senate on May 6. Senate was concerned about whether the revised committee structure still makes it a sub-committee of the Academic Senate. Senate approved the merge with the stipulation that the committee would be reviewed after one year.
- The combined committee would have a tri-chair system (faculty/administrator/staff member).
- The combined committee (EMAC + SSC) feel that there is “value” to remaining a standing committee of the Academic Senate.
- Suggestion that the Academic Senate make faculty appointments to this committee in order to insure faculty participation.

Motion by Melissa Bader, second by Dominique Hitchcock to approve the merge for one year.

Amendment to the motion - include a recommendation to the Academic Senate that faculty representation be sustained through the Academic Senate for a one year trial and while the committee is one committee it will have two parts. The Academic Senate portion and the entire Student Success Committee. The Academic Senate portion will have co-chairs (faculty and administrator) and the

**entire committee will have tri-chairs (faculty/administrator/staff member).
Amendment approved with one opposed.**

Original motions unanimously approved.

B. Co-chair Election – Diane Dieckmeyer

- One nominee – Gail Zwart.

Motion by Sharon, second by Ruth Jones to approve Gail Zwart as the faculty ISPC co-chair. Motion unanimously approved.

C. FTES Sub-Committee Recommendation – Melissa Bader & Diane Dieckmeyer

- Reviewed the minutes from the May 7 FTES sub-committee meeting.
- Norco received 119 additional FTES including 50 FTES for efficiency.
- Reviewed the revisions to the Guiding Principles and the Distribution Plan for 2013-2014.
- Changed sub-committee name to Enrollment Management Committee.

Motion by Greg Aycock, second by Sharon Crasnow to approve the recommendations from the FTES sub-committee for both the Guiding Principles and the Distribution Plan. Motion unanimously approved.

D. Tri-Chair Proposal – Diane Dieckmeyer

- Reviewed what the current co-chair system involves for the standing committees, as well as the councils.
- Discussed the proposal to restructure the BFPC, ISPC, COTW and SSPC to have a tri-chair system. Decisions on these committees/councils are made by all areas and those decisions impact everyone.
- Faculty and staff co-chairs will be elected by their respective councils.

Motion by Andy Aldasoro, second by Ruth Jones-Santos to approve the tri-chair system for the BFPC, ISPC, COTW and SSPC. Motion unanimously approved.

E. Smoking Policy – David Bobbitt

- Reviewed what was previously recommended by the BFPC. The BFPC recommended that Norco College should remain a smoking campus and it should relocate the designated smoking areas outside of the center of the campus.
- RCCD allows each college to set their own smoking policy.
- Checked on state policies regarding smoking in work areas. Had Ruth Adams review policies and determined that Norco can have smoking on campus.

Motion by Sharon Crasnow, second by Greg Aycock to adopt the BFPC recommendations that Norco College remain a smoking campus with relocation of the designated smoking areas outside the center of the campus. Motion approved.

II. Information Items

A. Procedure for Participation in Decision-Making Processes – Diane Dieckmeyer

- Reviewed earlier discussion regarding the need for a written procedure or policy that can be followed outlining the process to submit an idea or to offer input (Standard IV.A.2).
- Discovered that there is a district board policy that covers this procedure/policy gap. Board Policy 3250 (Institutional Planning) and AP 3250.
- Put together the Procedure for Participation in Decision-Making Processes for clarity of Norco College's process.

B. Committee Rotations – Diane Dieckmeyer

- Reviewed Rotation of ISPC Standing Committees document.
- Clarified and added some of the suggestions discussed at previous meetings.
- May need future revision due to committees merging.

C. Accreditation Update: Self-Evaluation Report – Diane Dieckmeyer & Arend Flick

- Have the second draft of the entire self-evaluation.
- Will be editing and gathering evidence over the summer.
- Will work on additional sections of the self-evaluation including the history of the college, etc.
- Feel confident that we will have a polished draft in early Fall.

III. Open Hearing


- Continued discussion started by Jason at the last meeting regarding scheduling of meetings and the possibility of having a master college calendar. Jason provided dates of regular department meetings and the APC meeting.
 - AHWL – 3rd Tuesday
 - BEIT – 3rd Tuesday
 - COMM – 3rd Tuesday
 - M & S – 3rd Thursday
 - SBS – 3rd Thursday
 - APC – 2nd Friday.
- Sharon will be leaving the committee and Lyn Greene will be replacing her. Thank you to Sharon.
- Announced the humanities position has been approved for hire at Norco.
- May budget revise looks good.
- Discussion regarding acceptance of donations from community members/businesses at Norco meetings (offers for snacks, cookies, etc.).

Adjourned – 2:55

Why Merge SSC and EMAC?
State Level Perspective
+
College Level Perspective

California Community Colleges
&
the Student Success Act of 2012 (SB 1456)
Implementation Update

CSSO Spring Institute
March 2013



CALIFORNIA COMMUNITY COLLEGES

Setting Our Course for Student Success: A Discussion to Integrate Student Success Committee and EMAC

Student Success Committee & EMAC Joint Meeting
April 22, 2013

Merging SSC and EMAC

- * Purpose of joint dialogue
 1. Share background and reason for proposing the merging of the committees
 2. Receive input on essential components of the new committee and its purpose
 3. Co-chairs draft the purpose statement in preparation for the upcoming Academic Senate meeting

Matriculation Then & Now...

- Known as the Matriculation Program
- 8 funded components
- Colleges required to provide core matriculation services, but students not required to complete them
- Stand-alone program planning
- Funding allocated based on enrollment data for new and continuing students
- Incomplete data reporting on matriculation services
- Now called the *Student Success & Support Program*
- 3 funded core services:
 - Institutional AND student requirements
 - Incentivizes student completion of core services
 - Clear link to student equity planning
- Funding formula to include services provided as one element
- Linked to ARCC 2.0 Scorecard

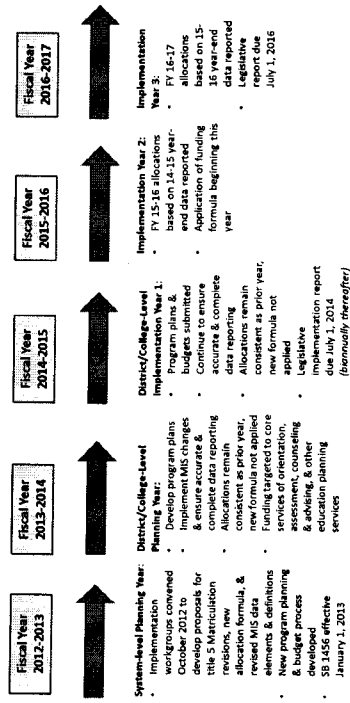


CALIFORNIA COMMUNITY COLLEGES

College Level Perspective

- Define "Student Success" for Norco College
- Form opportunities to engage instruction and student services functions more intentionally
- Increase committee efficiencies/effectiveness
- Build upon core framework/conceptual model of students' pathway to completion (i.e. Completion by Design)

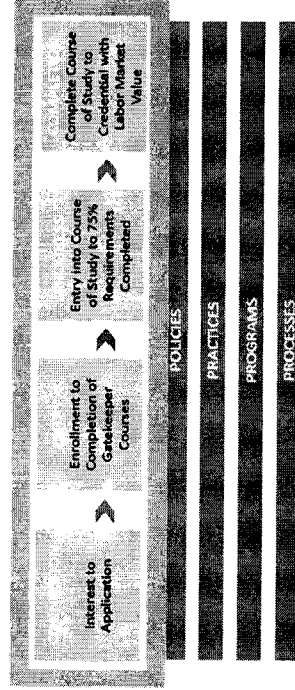
Student Success Act of 2012 (SB 1456) Implementation Timeline



CALIFORNIA COMMUNITY COLLEGES



Loss & Momentum Framework



Our Committees

EMAC

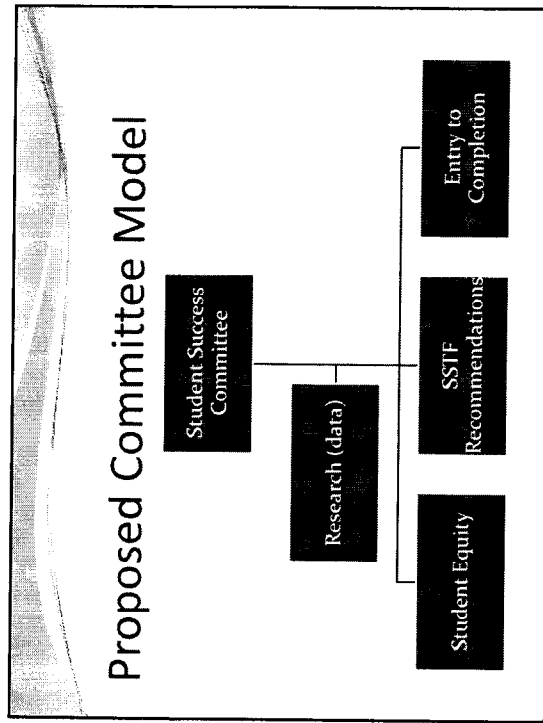
- Lead campus initiatives, projects, and services to support access, equity and success
- Purpose and values driven by Student Equity and Matrix Plans

SSC

- Effect change within the college and classroom to support student success
- Discuss, research, make recommendations
- Standing committee of Academic Senate

Next Steps

- * Forward recommendation to:
 - Academic Senate (May 6)
 - ISPC (May 15)
 - COTW (May 28)
- * Continue joint meetings in the meantime
 - Implement Proactive Counseling pilot (Fall 2013)
 - Plan Student Success Summit (Spring 2014)



Discussion

FTES Sub-Committee Minutes

May 7, 2013

Present: Diane Dieckmeyer, Greg Aycock, Melissa Bader, Kevin Fleming, Carol Farrar, Mark DeAsis, Yolanda Stanley, Gail Zwart, Ryan McKee, Sharon Crasnow.

Revised Guiding Principles for Enrollment Management:

1. Course offerings should maintain pipeline courses for our students in order to eliminate bottlenecks.

A. Since CTE has a well-established pipeline of course offerings; the percentage of CTE FTES will remain the same, 18-20%

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, 18- 20%

C. Priority for course offerings shall be given to courses that advance students academic progress in AA-T/AS-T patterns.

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 goals.

3. Consideration (weight) will be given to courses satisfying more than one requirement and courses that are single-option or near single-option requirement satisfiers based on the Category Weight Score.

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 time to move toward achieving the recommended distribution.

5. In the interest of advancing academic progress, factors impacting student success and course/degree completion will be considered in the schedule development process.

** It should be noted that "FTES" includes the examination of census count data.

Additional FTES for 2013-14:

The district is adding an additional 400 FTES to 2013-14. Of that, Norco received 50 bonus FTES for effective enrollment management and Ben Clark received 50 FTES to provide an additional police academy. Norco is receiving 23% of the remaining 300 FTES for a total of 119 FTES for 2013-14. The college was asked to determine its plan for distributing the additional FTES.

Recommended Plan:

Currently, the term-by-term distribution planned for 2013-14 is:

SUM 293 (5%)
Fall 2755 (47%)
WIN 235 (4%)
SPR 2579 (44%)

Total = 5862

Due to significant previous reductions to FTES, the College made an effort to maintain its primary terms, with special emphasis on maintaining the Fall term. However, in doing so the intercessions (SUM/WIN) were drastically reduced. Therefore, in response to the additional 119 FTES, it is recommended that 30% (36) of the additional FTES be distributed to the Fall 2013 term, and 70% (83) be distributed to WIN 2014. The additional FTES being added to the WIN term will change the WIN distribution from 4% to 5%. Though this still represents a significantly under scheduled WIN term, it demonstrates the College's commitment to supporting students' persistence from fall to spring and completion of pipeline courses.

The plan described above would result in the following distribution:

SUM 13 - 293 (5%)
Fall 13 - 2791 (47%)
WIN 14 - 318 (5%)
SPR 14 - 2579 (43%)

Total = 5981

The College is also aware of the possibility that an additional 200 FTES may be added to the spring schedule district-wide. Norco's portion would be 23%, or 46 additional FTES. Should that be the case, the FTES Sub-Committee recommends distributing those FTES in a similar manner as those above, with consideration being given to maintain a strong Spring term while restoring FTES to the Summer. Distributing the FTES in this manner will not significantly alter the overall yearly percentage distribution, but it will further support the completion of pipeline courses.

FTES Sub-Committee Recommendation

2013

I. Revised Guiding Principles for Enrollment Management:

1. Course offerings should maintain pipeline courses for our students in order to eliminate bottlenecks.

A. Since CTE has a well-established pipeline of course offerings; the percentage of CTE FTES will remain the same, 18-20%

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, 18- 20%

C. Priority for course offerings shall be given to courses that advance students academic progress in AA-T/AS-T patterns.

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 goals.

3. Consideration (weight) will be given to courses satisfying more than one requirement and courses that are single-option or near single-option requirement satisfiers based on the Category Weight Score.

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 time to move toward achieving the recommended distribution.

5. In the interest of advancing academic progress, factors impacting student success and course/degree completion will be considered in the schedule development process.

** It should be noted that "FTES" includes the examination of census count data.

II. FTES Distribution Plan for 2013-14:

Currently, the term-by-term distribution planned for 2013-14 is:

SUM 293 (5%)
Fall 2755 (47%)
WIN 235 (4%)
SPR 2579 (44%)

Total = 5862

Due to significant previous reductions to FTES, the College made an effort to maintain its primary terms, with special emphasis on maintaining the Fall term. However, in doing so the intercessions (SUM/WIN) were drastically reduced. Therefore, in response to the additional 119 FTES, it is recommended that 30% (36) of the additional FTES be distributed to the Fall 2013 term, and 70% (83) be distributed to WIN 2014. The additional FTES being added to the WIN term will change the WIN distribution from 4% to 5%. Though this still represents a significantly under scheduled WIN term, it demonstrates the College's commitment to supporting students' persistence from fall to spring and completion of pipeline courses.

The plan described above would result in the following distribution:

SUM 13 - 293 (5%)
Fall 13 - 2791 (47%)
WIN 14 - 318 (5%)
SPR 14 - 2579 (43%)

Total = 5981

The College is also aware of the possibility that an additional 200 FTES may be added to the spring schedule district-wide. Norco's portion would be 23%, or 46 additional FTES. Should that be the case, the FTES Sub-Committee recommends distributing those FTES in a similar manner as those above, with consideration being given to maintain a strong Spring term while restoring FTES to the Summer. Distributing the FTES in this manner will not significantly alter the overall yearly percentage distribution, but it will further support the completion of pipeline courses.

Tri-Chair Proposal

Overview of Current Co-Chair System:

Currently, standing committees of the Academic Senate are co-chaired by a faculty member appointed by the senate and an administrator; other standing strategic planning committees are co-chaired by an administrator and a staff or faculty member who are elected by the committee; the Business and Facilities Planning Council (BFPC), Institutional Strategic Planning Council (ISPC), Student Services Planning Council (SSPC), and Committee of the Whole (COTW) are co-chaired by an elected faculty member and an administrator.

Proposal for Tri-Chair System:

The BFPC, ISPC, COTW, and SSPC will be restructured to have a tri-chair system consisting of a staff member, faculty member, and administrator. As is our practice, faculty and staff co-chairs will be elected by their respective councils.

Standing committees of the Academic Senate and other standing Strategic Planning Committees will continue with their current co-chair practices.

Procedure for Participation in Decision-Making Processes

Norco College

Spring 2013

Institutions are required to establish and implement written policies for faculty, staff, administrators, and students to participate in decision-making processes. The policies should specify the manner in which individuals bring forward ideas from their constituencies and work together in planning to provide input into institutional governance (Accreditation Standard IV.A.2.).

Board Policy 3250 Institutional Planning and AP 3250 Institutional Planning are the district policies which provide the foundation for participatory institutional planning.

At the local level, Norco College has established a robust planning and decision-making process which includes the Academic Senate and its standing committees, as well as a number of other standing committees and councils, each with its own unique membership and purpose. Representation within committees and councils includes faculty, staff, administrators, and students who make significant contributions based on their particular areas of expertise and knowledge.

In addition, the College solicits input from a variety of community entities such as career and technical advisory groups, the Corona Norco Unified School District, local Chambers of Commerce, Kiwanis and Rotary clubs, the Norconian Foundation, and the President's Advisory Group.

Norco College Procedure:

Individuals wishing to bring forward ideas may do so by bringing their ideas to the committee most closely associated with the topic. If guidance is needed in the selection of a starting point, individuals may seek input from a member of the

Institutional Planning Council (ISPC) or a College Vice President. Committee business that has broad impact on institutional resources and/or long-term planning should first be directed to the planning councils (Academic Planning Council, Student Services Planning Council, Business and Facilities Planning Council, or the Academic Senate). After meeting with the planning council or committee the individual will be directed as to the next steps to be taken in the process. For further implementation, some ideas may require the approval of the ISPC, and ultimately the Committee of the Whole (COTW). In most instances items are moved from a committee to either the Senate or a planning council; however, individuals may also bring items directly to the ISPC with the prior approval of the ISPC co-chairs. All decisions are forwarded as recommendations to the College president.

ROTATION OF ISPC STANDING COMMITTEES

In Spring 2013, the Committee of the Whole approved a process by which standing committees of the senate will make regular reports to the Senate, and other standing strategic planning committees, including the Senate, will make regular reports to the ISPC during each primary term, based upon a rotation. The schedule below represents the expected rotation of such reports.

Rotation Schedule (Fall and Spring):

Meeting #1 – Grants Committee
Meeting #2 – Legacy Committee
Meeting #3 – Equity/Matriculation Committee
Meeting #4 – Technology Committee
Meeting #5 – Associated Students of Norco College
Meeting #6 – Safety Committee
Meeting #7 – Academic Senate

Content of Reports:

Reports to the ISPC should include updates on the following:

- The extent to which the committee views its purpose statement as being in alignment with the college mission;
- An update on activities, initiatives or projects being addressed by the committee;
- Challenges of which the committee wishes the ISPC to be made aware, and any plans for resolution;
- Ways in which the ISPC can support the continued work of the committee;
- Other items of which the committee wishes the ISPC to be made aware.

NORCO COLLEGE

STRATEGIC PLANNING PROCESS

