

Institutional Strategic Planning Council (ISPC)

October 16, 2013

1:00-3:00 (ST 107)

Attendees:

- **Attendees:** Diane Dieckmeyer, Gail Zwart, Lyn Greene, Jim Thomas, Jocelyn Yow (ASNC), Deborah Tompsett-Makin, Melissa Bader, Jason Parks, Greg Aycock, Ruth Leal, Beth Gomez, Ruth Jones, Monica Green, Andres Elizalde, Celia Brockenbrough, Ruth Smith (Recorder)
- **Absentees:** Diann Thursby, Mark DeAsis, Dominique Hitchcock, Mark Lewis
- **Guests:** Damon Nance, Gustavo Ocegüera, Paul Parnell, Carol Farrar, Dan Lambros, Arend Flick, Lorena Patton, Koji Uesugi

Welcome: - Diane Dieckmeyer

- Welcome

Approval of Minutes: - Gail Zwart

Motion by Jim Thomas, second by Lyn Greene to approve the minutes for the October 2, 2013 meeting. Motion approved with one abstention.

I. Action Items:

A. 2nd Reading – Self Evaluation Report (Arend Flick)

- E-mailed updated version to everyone for review.
- Still need to include front matter, demographics, maps, history of Norco College, etc.
- Document went to COTW for the 1st reading.
- Received several comments/changes that have been addressed.
- Very close to final copy that will be sent to the commission.

Motion by Lyn Greene, second by Deborah Tompsett-Makin to approve the Self Evaluation Report. Motion unanimously approved.

B. 2nd Reading – Relocation of Smoking Area (Beth Gomez)

- BFPC walked possible areas again and had a lot of discussion.
- ISPC walked and discussed the two possible locations.
- Suggestion that the locations are well defined with benches, ash trays, etc.
- Suggestion to relocate the table by the HUM buildings to the new smoking area.
- Request that the new area be located more to the rear of the buildings, not close to the front.

Motion by Deborah Tompsett-Makin, second by Jason Parks to recommend to the president that the smoking area be relocated between the IT and ST buildings and the stipulations indicated in the above discussion will also be shared with the president. Motion approved with one abstention.

II. Information Items:

A. Lynda.com Presentation (Ruth Leal & Damon Nance)

- A goal of the Technology Committee is to make technology training a priority.
- 70% of training requested from the college technology survey is available from Lynda.com.
- Looking for a campus wide solution for students, faculty and staff.
- Lynda.com can prepare reports that indicate the number of users and in what areas videos were viewed, etc.
- Can be utilized off campus.
- Offers career preparation tutorials for students including resumes.
- Have three year proposal from Lynda.com that includes unlimited access to 93,000 up-to-date tutorials. Cost is \$62,100.
- ASNC has issued a statement of support for Lynda.com.
- If you prefer written copy Lynda.com offers transcripts instead of watching a video.
- The committee is working on possible professional development/flex credit for training on lynda.com.
- Concern that in the future this type of training could conflict with Norco College curriculum.
- This item has been included as a program review request.

B. Nomination of Staff Co-Chair (Diane Dieckmeyer)

- Andy Aldasoro is leaving the committee and will be replaced by Diann Thursby.
- Accepting nominations for first staff co-chair of ISPC.
- Ruth Leal was nominated by Ruth Jones. Nomination accepted
- Ruth Jones was nominated by Melissa Bader. Nomination declined.

C. ASNC Report (Jocelyn Yow)

- PowerPoint presentation covering ASNC Mission Statement, clubs/organizations and events that were already held as well as upcoming events.
- ASNC addresses students concerns at each of their meetings.
- Currently working on a new website.
- ASNC will send another e-mail requesting candy donations for the Harvest Festival.

D. HSI Conference Report (Various conference attendees)

- Several people attended the HSI Conference last week. Want to thank grants for sending everyone.
- Dr. Dieckmeyer, Dr. Parnell, Dr. Aycock, Lorena Patton, Gustavo Ocegueda, Dr. Uesugi and Andres Elizalde all attended.
- HSI (Hispanic Serving Institutions) was conference topic. Discussed why enrollment numbers should not be the deciding factor when determining whether or not a college is a Hispanic Serving Institution.
- Need to make sure that all students are succeeding at the same rate.
- Need to think about integration of assets so all students benefit from them.

- Need to communicate between disciplines.
- Norco Hispanic Latino population is 52%.
- Need to make sure that we, as an institution, are asking the right questions to confirm that we are offering the right classes and verify that the curriculum is correct for all students, etc.
- Discussion on thinking about the “big college picture” that includes changing policies and procedures in order to serve all students.

E. Accreditation Survey Report (Greg Aycock)

- Covered key areas of the report. All information is available on the Norco Institutional Research website (25 page document).
<http://www.norcocollege.edu/about/academic-affairs/Documents/SS-Research/Accreditation%20Survey%20Report%202013.pdf>
- 146 employees and 420 students completed the survey (566 respondents)
- Next survey will be in two years.

III. Open Hearing:

- Working with JFK on new MOU regarding the math policy.
- English talking with CNUUSD regarding adding new, stronger agreements.
- Facilities Master Plan was approved at last night’s board meeting.
- The Self-Evaluation Report will go to the December board for approval.

Adjourned - 2:45



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Training Content Proposal

Presented To:
Dan Lambros
Instructional Media/Broadcast Technician
Norco College

NORCO
COLLEGE

Presented By:
Jolene Rellergert
Academic Sales Advisor
t: (805) 755-1807 e: jrellergert@lynda.com

lynda.com
6410 Via Real
Carpinteria, CA 93013
1.888.33.LYNDA
www.lynda.com

Unlimited online video training for your entire college or university

lyndaCampus provides academic institutions with unlimited, cost-effective, organization-wide access to the vast lynda.com library of instructional videos. Inspire students, faculty, and staff to learn the latest software, creative, and business skills at their own pace.

Give users of any skill level the ability to watch bite-size tutorials for immediate problem solving or take comprehensive courses from start to finish—at school, at home, or on the go. Promote digital literacy across all academic and administrative departments. Provide a virtual help desk, offer mobile device training, and help boost team or student performance. Simplify employee onboarding, ease IT migrations, provide an added HR benefit, and close skill gaps.

For students

- Explore hundreds of topics in multimedia, design, web development, and social media
- Perform independent study
- Expand a resume and prepare for the workforce
- Build presentation, time management, and research skills
- Get immediate answers to technology questions

For faculty

- Integrate technology into the classroom
- Supplement curricula and textbooks
- Map content to syllabi
- Embrace the flipped classroom model
- Pursue professional development

For staff

- Keep pace with technology
- Support the daily workflow
- Reduce help desk calls
- Explore custom learning paths
- Get immediate, just-in-time answers to questions

Features

- Shareable course playlists to support individualized learning
- Mobile device access
- Searchable course transcripts for quick answers
- Integration options, including single sign-on
- Bookmarks for favorite sections and easy reference
- Downloadable exercise files that reinforce retention
- Certificates of completion
- New courses added every week at no additional cost
- Detailed reporting at the user, group, and course levels
- Privacy and security—FERPA, COPPA, and TRUSTe compliant

What do we teach?

3D + Animation
Audio
Business
CAD
Design
Developer
Photography
Video
Web

Adobe
Apple
Autodesk
Avid
Blackboard
Google
IBM
Microsoft
Open Source
And more

Simple implementation

Authenticates through your portal via SAML (e.g., Shibboleth) or CAS, or with IP verification

Allows bulk user upload

Stays in the cloud

Works on Mac, Windows, Linux, and mobile devices

Detailed reporting

Summarizes usage details for individuals and your entire campus

Shows how often users access lynda.com

Lists which courses users view and complete

Identifies which courses get the most views

Provides stats for each user's operating system, browser, media player, and IP address

Contact us for lyndaCampus pricing information:

US: 1 (888) 335-9632 | Intl: +1 (805) 477-3900 | EMEA: +44 (0) 1252 416554 | APAC: +61 2 9779 1582 | email: sales@lynda.com



lynda.com

September 17, 2013

Dan Lambros
Norco College
2001 Third Street
Norco, CA 92860

Dear Mr. Lambros,

Thank you for allowing lynda.com the opportunity to submit the following proposal for providing the staff, faculty, and students of Norco College with video-based software and technology training.

Our recommendation for the coming year is our lyndaCampus solution. As a review, lyndaCampus offers unlimited, web-based access to our entire online training library of instructional videos at the greatest discount, with the least amount of setup and administration.

lyndaCampus provides premium-level membership to all users, which includes access to instructors' exercise files and 6-8 new release titles every week. Currently, we offer over 1,700 courses and more than 93,000 tutorials of the highest quality from the top experts in the field, covering a wide range of topics (including software tools, design, business skills and documentaries). Plus, nobody is faster to market than lynda.com, so your training is always current and never out of date.

Key Benefits

- > Personal profiles for an enhanced learning experience
- > Supports bookmarking, queue and certificates of completion
- > Campus-wide online learning solution for faculty and staff
- > Access to all of our courses, plus exercise files
- > Extensive reporting down to the individual level
- > Works with your existing IT environment
- > More current than textbooks and manuals

Thank you again for your consideration, and we're excited about the possibility of partnering together to provide your District with the best technology training the market has to offer!

Sincerely,

Jolene Rellergert

Jolene Rellergert
Academic Sales Advisor



Executive Overview

Lynda Weinman is a graphics and design veteran who wrote the very first industry book on Web design, Designing Web Graphics, in 1995. She's a prominent educator and the author of dozens of best-selling books. Lynda was a faculty member at Art Center College of Design in Pasadena, CA, and has worked as an animator and motion graphics director in the film special-effects industry. She's also been a keynote speaker, moderator, and lecturer at numerous design, animation, Web design, and computer-graphics conferences and has conducted workshops and done consulting for Adobe, Macromedia, Microsoft, and Disney.

Bruce Heavin is a graduate of Art Center College of Design, and an acclaimed painter and illustrator. His clients include Adobe, MSNBC, E! Entertainment Television, Outside, Computer Life, MacUser and Keyboard magazines. Bruce's work combines computer and traditional painting techniques and his designs have been featured on numerous Web sites and CD-ROMs, including pieces for DreamWorks SKG Interactive. He's also authored content for After Effects Classroom in a Book published by Adobe Press, and is responsible for the distinctive covers of Lynda's Web design books. Bruce and Lynda co-founded lynda.com in 1995, which now employs approximately 400 full-time staff based out of Carpinteria, CA.

Experience

lynda.com has emerged as a leading provider of educational tools that help users learn, master, and apply digital tools and techniques. Other educational content providers can be found, but lynda.com has earned a reputation for leading the industry in four (4) key areas:

(1) Content & Quality

lynda.com offers an online training library with over 93,000 videos and more than 1,700 courses, plus six to eight new titles added every week. Our content is produced in-house, in state-of-the-art facilities, resulting in the highest quality and most engaging tutorials in the industry.

(2) Respected Authors

lynda.com doesn't simply find someone who "knows" software; instead, we handpick authors who are experienced teachers and proven experts in their respective fields, even nationally recognized in many cases. Instead of glossing over topics, our authors instruct users in proper workflow, problem-solving skills, techniques, and principles, all the while anticipating the most likely questions and eagerly sharing their experiences and advice.

(3) Task-based Learning

Our content is specifically designed to provide start-to-finish courses AND individual task-based learning. This provides a flexible learning environment that accommodates beginning and expert users alike. Whether you're learning a software title for the very first time, or need to quickly learn a new tool or functionality, lynda.com accomplishes both goals with a simple and easy-to-use modular format.

(4) Speed to Market

When you choose lynda.com, the challenge of finding comprehensive education on the latest software releases becomes a thing of the past. As soon as a major software release happens, lynda.com has engaging content ready for use. In fact, our reputation for speed to market and quality of content led Adobe to select lynda.com as their training partner for the past three Creative Suite releases. As further evidence, we recently made over 80 Adobe CS5 and CS6 titles available on or *before* the software release date.



lynda.com

Proposed Solution: lyndaCampus

- › An effective, high-quality learning solution for students and employees
- › Self-serve access & management-free implementation
- › Immediate, on-demand answers & problem solving
- › Saves time & money compared to off-site technology training and consulting
- › Always current content, revised more often than books or manuals
- › Frees faculty from teaching basic skills & allows concentration on concepts
- › Short, concise videos that are easy to search & easy to understand
- › Training for all skill levels, from beginner to advanced

Included

- › Unlimited access to the entire online training library, plus all future content
- › Premium-level membership, including access to all exercise files
- › Accessible from mobile devices
- › Closed-captioning and time-coded, searchable transcripts
- › Personalized profiles with certificates of completion, bookmarks & usage history
- › Administrator access to metrics and reporting; including total users, total usage, individual usage, most popular courses & more. Reports can be exported.

Pricing: lyndaCampus Solution

Three-year Contract paid Up-front:

\$62,100

(\$20,700 per year; Savings of \$2,300 per year)

Licensing Terms

Pricing based on a total faculty, staff, and student FTE of 3,451. Licensing is valid for a one-year term unless a multi-year contract is signed. Access is for the staff, faculty, and students at Norco College only and does not grant the rights to reproduce or distribute training content.

Terms and pricing in this proposal expire November 17, 2013



**ASSOCIATED STUDENTS
OF NORCO COLLEGE
2013-2014**

MISSION STATEMENT

The Associated Students of Norco College (ASNC) is the official legislative body responsible for the establishment of an effective student government. The duties and responsibilities of the ASNC are[,] but are not limited to: recognize the inherent rights and responsibilities of self-government, represent student interests, rights and concerns, sponsor events and stimulate student awareness and involvement in the many academic, cultural, social, and community opportunities available at Norco College, as well as provide college, local, and state wide representation for the Norco College student body.

STUDENT ACTIVITIES OFFICE



**21 CLUBS & ORGANIZATIONS
IN FALL 2013**

Clubs

- Anthropology
- Phi Theta Kappa
- Swing Dance
- Black Student Alliance
- Circle K "Kiwanis" Club
- Veterans Club
- Game Art Club
- Gender and Sexuality Awareness Club
- Green Health Club
- Health Professions Student Association
- Mustangs for Christ
- Arabesque
- Dynamics of Game Industry

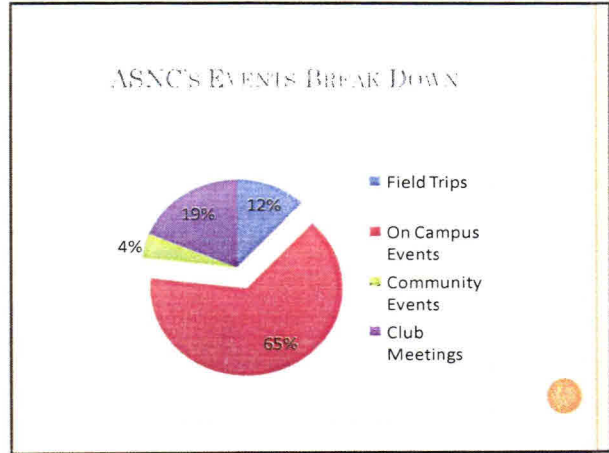
Organizations

- Norco Choir
- Norco Karate Organization
- Norco Scholar Association
- Puente
- Latinos Promoting Education & Culture
- Game Art Organizations
- The Talented Tenth Program
- Soccer (Women & Men)

*Those in red are new clubs

SPRING 2013 & FALL 2013 MORE THAN 50+ EVENTS!!

- Info Booth
- Club Rush
- CCCSAA
- Harvest Festival
- Diabetes Walk
- Art Gallery
- Speech Meet
- General Assembly (GA)
- Breast Cancer Awareness Event
- Blood Drive
- Spring Social
- Art Festival
- Veteran's Social
- Movie Screenings
- AB 955 Information Booth
- AND MANY MORE!!!



Learn About AB 955
Tuesday 10-3-2013
Thursday 10-3-2013
Norco College

COMMUNICATE OUR HEARTS AND FRIENDS
Circle for Student Success Council
Tuesday September 10, 2013
10:00am-2:00 pm
Summit Center
1111 Norco Parkway Blvd.
Norco, CA 95762

COME JOIN!!
Norco College
Club Rush
Monday-Wednesday
9/16/2013-9/18/2013
8am-4pm

Join Us Constitution Day 9/17/13!
Free Constitution!!
Norco College

Sweat
Strain
Pain
Tears
Blood
Embarrassment
Stress

Teamwork
Laughter
Joy
Accomplishment
FUN!!

UPCOMING EVENTS

- o Hispanic Heritage Month Celebration
- o Blood Drive
- o Harvest Festival
- o Breast Cancer Awareness Month
- o Diabetes Walk
- o Adopt A Family

HARVEST FESTIVAL (10/25)

- o Yearly (during/before Halloween)
- o Community event (open for public)
- o An opportunity for clubs to fundraise
- o Performance, food, games, etc will be provided
- o Last year, more than 5,000 people showed up



THE LAYOUT



PERFORMERS



UPCOMING EVENT- DIABETES WALK (11/16)

- o American Diabetes Association
- o Castle Park, Riverside
- o Clubs and ASNC took part
- o Last year, ASNC raised \$1000+





STUDENTS' CONCERNS

- ASNC discuss about students' concerns and issues
- Example:
 - English writing lab
 - WiFi issues
 - Parking lots
 - Others...

Please refer to the ASNC meetings' minutes for more information



ASNC WEBSITE

www.asnorcoccollege.org



Accreditation Survey 2013

- ▶ 146 Employees + 420 Students = 566 Respondents → Adequate sample for 10,000 Norco College population
- ▶ Report available at Norco IR site:
<http://www.norcocollege.edu/about/academic-affairs/Documents/SS-Research/Accreditation%20Survey%20Report%202013.pdf>

Employee Respondents

- Classification
 - 52% Faculty
 - 34% Staff
 - 14% Management
- 66% Full-Time
- 47% have 7 or more years at Norco (27% 11 + yrs)
- Faculty—Transfer courses (47%)
- Staff—Student Services (45%)

Standard I—Institutional Mission & Effectiveness

- ▶ Employee
 - Familiar with Mission, less with EMP
 - Agreement with role and purpose of APC/ISPC
 - Planning based on research/data
 - Planning decisions based on personal opinion
- ▶ Students
 - Role of student in institutional governance had higher “No Opinion/Don’t Know” response

Standard II—Student Learning Programs & Services

- ▶ Employees
 - Only area of concern is in professional development opportunities in technology
- ▶ Students
 - Not offering sufficient number of courses
 - High “No Opinion/DK”:
 - library’s collection being adequate to meet student educational needs,
 - Disability Resource Center assistance to disabled students,
 - counselor knowledge of transfer requirements,
 - tutoring services; and
 - co-curricular activities that foster intellectual, ethical, and personal development of students.

Standard III: Resources

- ▶ Employees
 - Number of faculty and staff adequate to support college programs and services
 - Sufficient professional development opportunities.
- ▶ Students—no areas of concern
 - High “No Opinion/DK” item: physical accommodations for people with disabilities

Standard IV: Leadership & Governance

- ▶ Employees—No areas of concern
 - Highest level of agreement was in effectiveness of presidential leadership
 - 58% participate in 1 or more committees; most frequent number of committees—3.
- ▶ Students—No areas of concern
 - High “No Opinion/DK” response regarding opportunities for participation in college governance

Final Sections

- ▶ Employees—Data & Program Review
 - Data
 - Mainly used for SLO assessment & program review
 - Accessible, understandable, want to increase use
 - Program Review—High Agreement Ratings
 - Used to improve student learning
 - Processes are reviewed and refined
 - Used in resource allocation

Final Sections

- ▶ Students—no areas of concern
 - High “No Opinion/DK” on item regarding faculty reviewing SLOs in the course → ambiguity: are faculty not reviewing or do students not know what SLOs are?

Conclusion

- ▶ Most of the survey indicated that all constituencies report strong agreement that Norco is engaging in good practices for accreditation
- ▶ Questions?