

Institutional Strategic Planning Council (ISPC)

November 20, 2013

1:00-3:00 (ST 107)

Attendees:

• **Attendees:**

Diane Dieckmeyer (VP Academic Affairs*ISPC Chair*)
Ruth Leal (Staff-Instructional Production Specialist*ISPC Chair*)
Gail Zwart (CTE & Grants Advisory Rep*ISPC Chair)

Deborah Tompsett-Makin (At-Large)
Ruth Jones-Santos (Staff-College Receptionist)
Melissa Bader (Faculty Rep to District EMTF)
Jocelyn Yow (ASNC-President)
Greg Aycock (Dean of Institutional Effectiveness)
Beth Gomez (VP Business Services)
Lyn Greene (Academic Senate President)
Mark Lewis (Transfer Faculty)
Diann Thursby (Staff-Grants Administrative Specialist)
Monica Green (VP Student Services)
Andres Elizalde (Basic Skills Faculty)
Jason Parks (Chair of Chairs – APC)
Celia Brockenbrough (Library Faculty)
Jim Thomas (CTE Faculty)
Ruth Smith (Recorder)

• **Absentees:**

Mark DeAsis (Dean of Admissions & Records)
Vacant (Staff Rep)
Vacant (Staff Rep)

- **Guests:** Paul Parnell, Lisa McAllister, Kevin Fleming, Gustavo Ocegüera, Damon Nance, Carol Farrar

Welcome: - Diane Dieckmeyer

- Welcome

Approval of Minutes: - Gail Zwart

Motion by Jason Parks, second by Melissa Bader to approve the minutes for the October 16, 2013 meeting. Motion approved.

I. Action Items:

A. Election of Staff Tri-Chair (Diane Dieckmeyer)

- ISPC committee currently has a co-chair system. (Faculty/Administrator) Now moving to tri-chair system to include a staff member as a chair.

- Rotation of staff tri-chair position was discussed.

Motion by Ruth Jones, second by Deborah Tompsett-Makin to approve Ruth Leal as the new ISPC Staff Tri-chair. Motion unanimously approved.

B. ADT Philosophy (Sharon Crasnow)

- ADT for Philosophy will go to Tech Review tomorrow. Will be sent to the State in the Spring.
- Norco is currently offering all listed classes in a rotation that will allow students to earn a degree in two years.
- Has been shared with the philosophy disciplines at the other colleges.

Motion by Melissa Bader, second by Ruth Leal to approve the Philosophy ADT. Motion approved.

C. Approval of Prioritization Lists (Gail Zwart)

- Concern regarding items that were requested and not appearing on prioritized lists. Items listed on “other” do not receive a ranking. They are accepted.
- Request for staffing program review to add an area where you can request “new” staffing, especially Associate Faculty. Associate Faculty members require additional money in budget. May need to revise program review to include budget increases and decide how they are prioritized.
- Discussion on funding locations and where funds come from.
- If items have been requested several times would like a way to indicate how long that particular item has been requested. Suggestion to make sure the need is indicated during the actual ranking meeting.

Motion by Lyn Greene, second by Greg Aycock to accept the Prioritization Lists and forward the recommendations to the President. Motion approved with one abstention.

D. Substantive Change Proposal (Diane Dieckmeyer/Kevin Fleming)

- Substantive change is required because of the new partnership with International Rectifier. Norco College is offering digital electronics classes to International Rectifier’s employees at their location in Temecula. Norco has a faculty member teaching the electronics classes and Mt. San Jacinto is providing the general education classes at their college.
- ACCJC says that when classes are offered offsite you must submit a Substantive Change Proposal that verifies that the off campus students will receive all the same services that are offered to our students on campus.
- Will be reviewed at March 6 meeting of ACCJC. Needs to be submitted in February with RCCD board review and approval in January.
- Document is still in draft form. Give Kevin any changes or concerns.

Motion by Lyn Greene, second by Jim Thomas to approve the Substantive Change Proposal. Motions approved.

II. Information Items:

A. Google Maps Update (Ruth Leal/Damon Nance)

- Google maps can provide electronic way finding for our students. Currently Google only leads students to the campus. However, we are hoping to be able to help students find locations on campus utilizing Google Maps.
- This service is free.
- We (Norco College) will be able to update and make changes as needed.
- Campus floor plans will be provided to Google by Norco. The outside layout of the campus will be mapped by Google.
- This has already been presented to the Technology Committee and the BFPC.
- Requesting input or suggestions for items that should be changed or added.
- Discussion on including emergency evacuation/safety information on the campus maps. Ruth will check with google about what can be included on the outside mapping.
- There are a few colleges that already have this service - Santa Monica and Cerritos.
- There was a concern about who would have access to this information. Suggestion that only registered students should have access.
- This topic will be brought back again in the Spring for further discussion.

B. Safety Committee Report (Safety Committee Designee)

- Lisa McAllister and Sergeant Kleveno are co-chairs for the Safety Committee.
- The Safety Committee has been working on evacuation routes.
- May be better idea to keep emergency exit routes not as visible by not putting them on Google Maps.
- Distributed list of Safety Committee members along with their Mission Statement. Meets second Monday of every month from 9-11 in ST 107.
- Have had some informal evacuations and conducted one planned evacuation. Will be doing another evacuation drill in the spring.
- This Friday will be an active shooter training and tabletop discussion. Flex credit is offered. Another active shooter training will be offered in the spring – end of March.
- Will have a college wide event in May that will be a mock active shooter.

C. Academic Senate Report (Lyn Greene)

- Senate is representatives of the faculty. Senate officers are all elected.
- PowerPoint overview of the Academic Senate that included information about the committee's purpose and responsibilities.
- Reviewed the standing committees of the Academic Senate.
- Distributed results for the Academic Senate's Survey of Effectiveness. Received 92 responses.
- Lyn will be preparing a combined survey for the future that will include comments for both the Academic Senate and the standing committees.

D. Self Evaluation Actionable Improvement Plans (Diane Dieckmeyer)

- Shared and reviewed the five improvement plans.

E. ISPC Mini-Retreat December 4th (Diane Dieckmeyer)

- Last meeting for the semester is December 4. Lunch will be served.
- Will be working on committee mapping.
- Will look at program review and prioritization process.
- Will review and approve Title V Grant application/s.
- Lunch will start at 12:30.

III. Open Hearing:

- Mark Lewis is not able to serve next semester. The Academic Senate will look at the two year term commitment for him/his position.
- Request that Ruth Leal (as the new staff tri-chair) follow-up on the additional two staff members for this Council.
- Dr. Parnell discussed the accreditation team make-up and process.

Adjourned - 2:45

Survey of Effectiveness for the Academic Senate

Participants: 13 out of 18 (72.2%)

Clear understanding of the structure and purpose of the committee?

Yes: 12 (92.3%)

Somewhat: 1 (7.7%)

We all agreed that agendas and minutes are provided prior to meetings.

We all agreed that we complete our entire agenda within our meeting time.

Given adequate information to make informed decisions?

Yes: 12

No: 1

Rate your level of agreement:

	Strongly agree	Agree	Disagree	Strongly disagree
All members are encouraged to be actively involved.	61.54% 8	38.46% 5	0%	0%
Discussions are collegial, and differing opinions are respected.	69.23% 9	23.08% 3	7.69% 1	0%
Participation in the committee is meaningful and important to me.	76.92% 10	23.08% 3	0%	0%
The committee charge is understood and the members work towards fulfilling the charge.	76.92% 10	15.38% 2	7.69% 1	0%
The purpose of the committee aligns well with the college mission.	76.92% 10	15.38% 2	7.69% 1	0%
Overall I am satisfied with the committee's performance.	76.92% 10	15.38% 2	7.69% 1	0%

Do you regularly communicate with members of your constituent group on actions taken by the Senate?

Yes: 100%

Recommendations:

Coffee (1)

No additional comments.

SAFETY COMMITTEE

NORCO COLLEGE

Mission Statement

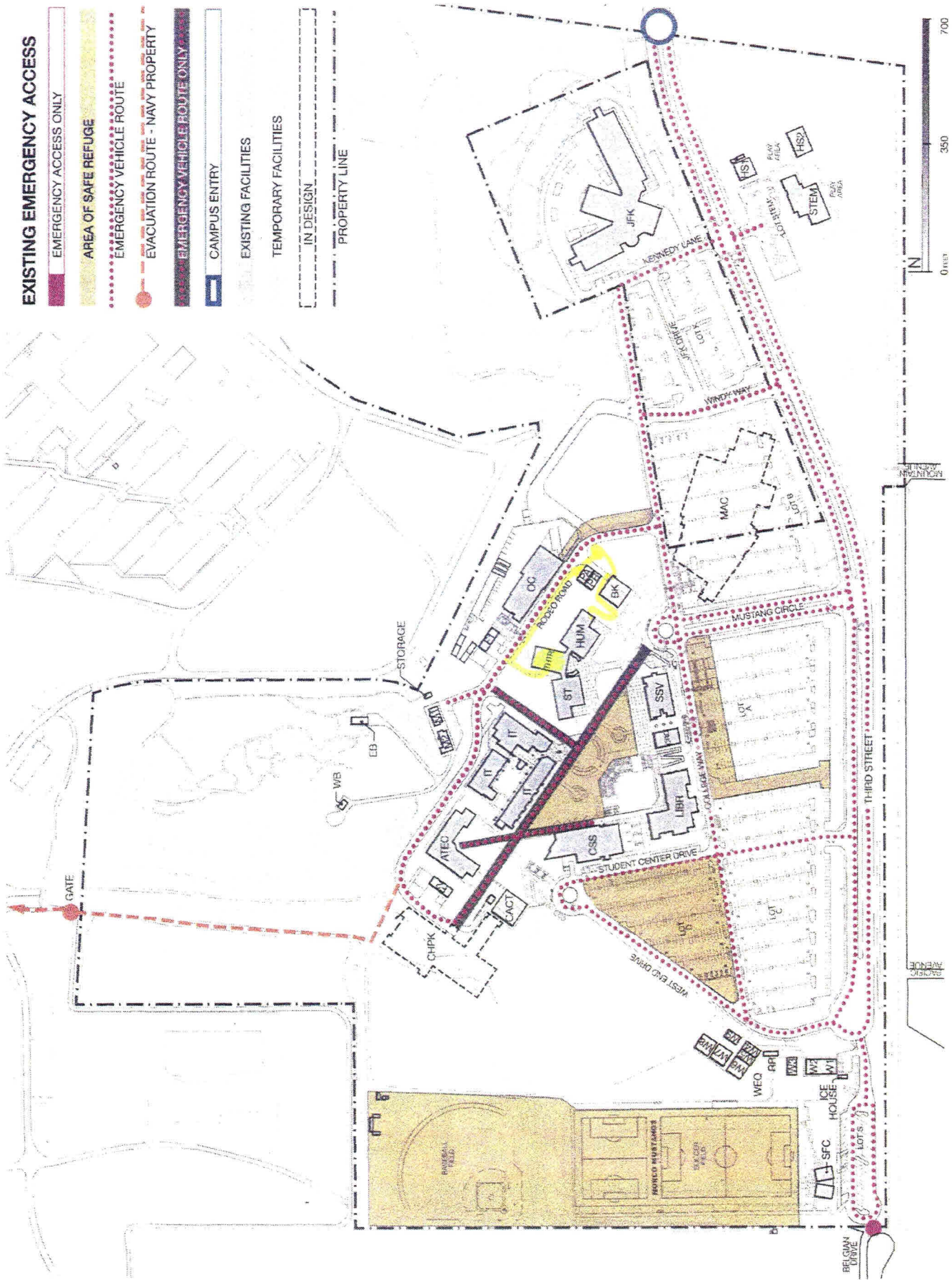
Drawn from a cross section of the college community, the mission of the Norco College Safety Committee is to develop and maintain a healthy and safe learning environment for students, staff, faculty and visitors. Acting as a problem solving group, the committee will help identify and resolve security issues, health and safety concerns and make recommendations to the appropriate office or committee in order to maintain safe conditions.

Members

- Sgt. Robert Klevano, College Safety and Police (Co-Chair)
- Lisa McAllister, Director of Health Services (Co-Chair)
- Leona Crawford, Disability Specialist
- Cpl. Shaun Frantz, College Safety and Police
- Carlos Garcia, Associate Professor, Drafting
- Beth Gomez, Vice President, Business Services
- Daren Koch, Learning Center Assistant
- Dan Lambros, Instructional Media/Broadcast Technician
- Leroy Welch
- Steve Monsanto, Director of Facilities
- Gustavo Ocegvera, Associate Dean, Grants and College Support
- Chris Poole, Library Clerk II
- Hector Ramirez, Groundsperson
- Nicole Ramirez, Instructional Programs Support Coordinator
- George Salas, Maintenance Mechanic
- Sherry Stone, District Safety and Emergency Planning Coordinator
- Stanley Tyler, Assistant Professor, Chemistry
- Linda Wright, Administrative Assistant IV, Business Services

EXISTING EMERGENCY ACCESS

-  EMERGENCY ACCESS ONLY
-  AREA OF SAFE REFUGE
-  EMERGENCY VEHICLE ROUTE
-  EVACUATION ROUTE - NAVY PROPERTY
-  EMERGENCY VEHICLE ROUTE ONLY
-  CAMPUS ENTRY
-  EXISTING FACILITIES
-  TEMPORARY FACILITIES
-  IN DESIGN
-  PROPERTY LINE



AGENTS WANTS TO SHOOTER

Learn what the college
has done to **PREPARE FOR
AN EMERGENCY**

Learn **WHO YOUR BUILDING
& FLOOR CAPTAINS ARE**

Learn **THE STEPS TO
PREPARE & RESPOND TO A
VIOLENT INTRUDER**

Participate in **TABLE TOP
SIMULATIONS**

TRAINING & TABLE TOP

NOVEMBER 22, 2013

LOCATION: IT-211

TIME: 10AM - 1PM

FLEX CREDIT AVAILABLE

RSVP: By Phone or E-Mail
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LUNCH INCLUDED