

Institutional Strategic Planning Council (ISPC)
Mini Retreat
December 4, 2013
12:30-3:00 (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)
Monica Green (VP Student Services)
Mark Lewis (Transfer Faculty)
Diann Thursby (Staff-Grants Administrative Specialist)
Jason Parks (Chair of Chairs – APC)
Celia Brockenbrough (Library Faculty)
Jim Thomas (CTE Faculty)
Mark DeAsis (Dean of Admissions and Records)
Ruth Smith (Recorder)

- **Absentees:**

Andres Elizalde (Basic Skills Faculty)
Vacant (Staff Rep)
Vacant (Staff Rep)

- **Guests:**

Monica Green, Damon Nance, Vivian Harris, Paul Parnell

Welcome: - Diane Dieckmeyer

- Welcome to the last ISPC meeting for Fall.

Approval of Minutes: - Gail Zwart

Motion by Lyn Greene, second by Mark DeAsis to approve the minutes for the November 20, 2013 meeting with corrections to the titles of Mark DeAsis and Greg Aycock. Motion approved with one abstention.

I. Action Items:

A. Title V Grant Proposal (Gustavo Ocegüera/Monica Green)

- Proposals were requested via e-mail in October. There were five submitted.
- Two open forums were held. They were attended by the proposal writers.
- The Grant Committee has reviewed the five proposals and blended them into one proposal that is being discussed today.
- The information is being presented today as an abstract and if approved a team will put together the actual proposal.
- The proposal is due in March.
- This is an HSI Title V Grant Proposal (Pathways to Transfer Success) that addresses Norco's population that is made up of Hispanic students at 51%, with 60% of the students declaring transfer as their goal and 94% of students entering below transfer level in math and English.
- Would like to see a larger dedicated space for the transfer center. Something that is more accessible to students. The grant could include some funds for a remodel.
- Grant would serve 150 participants.
- Need to consider how this transfer process and/or positions could be institutionalized in the future.

Motion by Lyn Greene, second by Ruth Jones-Santos to approve the Title V Grant Proposal – Pathways to Transfer Success. Motion unanimously approved.

II. Information Items:

A. Mini Retreat Discussion on Committee Mapping

- All committees have reviewed the original mapping documents. Greg has received a lot of good feedback.
- Committees are going to lead the objectives. Does not mean that the leading committees have to do the objectives. They will be the leading party.
- Discussed committees/groups that will be leading each of the objectives and how progress reports will be made.
- Discussion regarding including Norco's Academic Senate on some of the Student Success Committee objectives.
- Concern/discussion on the need for and creation of a CTE Committee.
- Greg will share goals and objectives with the COTW on Thursday. All the committees will receive a copy of the goals spreadsheets.

III. Open Hearing:

- Questions about how to obtain additional part time hours for a specific department or area.
- Program Review question regarding prioritizing of "other" requests. Dr. Dieckmeyer will attend Program Review Committee meeting to discuss adjustments to this area.
- Greg shared that an annual report will be transmitted at the end of the year regarding Strategic Planning. You will receive a document for 2013 soon. Please provide Greg with any feedback.

Adjourned - 3:00

Hispanic Serving Institutions Program (HSI) – Title V Grant Proposal

Pathways to Transfer Success

Anticipated Due Date: March 2014

Abstract

Norco College seeks to be a Hispanic *Serving* Institution, not just a Hispanic *enrolling* institution. With a 51% Hispanic student population, 60% of its students declaring transfer as their goal, and 94% placing below transfer levels in English and mathematics, the college is committed to designing pathways for students to complete their goal of transfer. Conceptually grounded in success research that views the student holistically, the *Pathways to Transfer Success* grant is designed to meet the needs of underprepared students who desire to transfer by providing 1) a *directed/focused* pathway for completion; 2) *nurtured/engaged* cohort-based counseling and transfer support services; and 3) *connected/valued* support services via a success coach model, supplemental instruction, and tutoring. In addition, because transfer preparedness is critical to transfer success, the *Pathways to Transfer Success* grant hinges upon an increasingly collaborative relationship between the College and its K-12 partners to support dual enrollment initiatives, articulation efforts, and curricular alignment.

Key Program Features:

- Collaboration with K-12 partners
- Cohort-based counseling model (“houses” based on students’ goals)
- Directed course-taking patterns for students (specifically English and math)
- Culturally relevant faculty development
- Transfer-related support services

Program Components:

- Faculty-driven acceleration and placement in math and English
- Collaboration with K-12 partners to increase curriculum alignment
- Articulation to support transfer-level course completion
- Summer bridge programs (i.e. Summer Advantage to increase transfer preparedness)
- Students must enroll in a minimum of 12 units: full –time enrollment
- Students enroll in either English or math course(s) in their first term, preferably acceleration courses.
- Students become part of a cohort/house that extends through their successful transfer
- Transfer Success Workshops and Guidance courses
- Participants receive academic support through a combination of Success Coaches, educational advising, tutoring, and supplemental instruction
- Transfer/Career counseling
- Graduation/Certificate/Transfer

Proposal addresses the following Norco College Strategic Goals & Objectives:

- Goal 1 – Increase student achievement and success: (Strategic Goals/Objectives: 1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 1.7, 1.8, 1.10, 3.4, 4.1)
- Goal 2 – Improve the Quality of student life: (Strategic Goals/Objectives: 2.1, 2.2, 2.6)
- Goal 3 – Increase Access: (Strategic Goals/Objectives: 3.1, 3.2, 3.3)
- Goal 4: - Create effective community partnerships: (Strategic Goals/Objectives: 4.1, 4.5, 4.6, 4.7, 4.8)

Student Population

Pathways to Transfer Success will serve 150 participants in year 1; increasing the number of students served each year.

Grant Period: October 1, 2014- September 30, 2019

Amount: \$575,000 per year, 5 years

Institutional Impact

- Significantly decrease the time it takes for basic skills students to complete gateway courses (English 1A and Math 35 (Intermediate Algebra)
- Significantly increase the transfer rate of underprepared students
- Significantly increase the engagement of underprepared students
- Institutionalize K-12 collaborations

Grant Outcomes

The following program outcomes will be piloted and assessed for basic skills cohorts in *Pathways to Transfer Success*:

- Persistence rates for Transfer Success students will be significantly higher than the general population
- Significantly increase the remedial progression rate for Transfer Success students compared to the general population in the English and math developmental course sequence
- Success rates for Transfer Success students in English and math remedial courses will be significantly higher than their classmates
- Engagement in the institution as measured by the Community College Survey of Student Engagement (CCSSE) will be significantly higher for Transfer Success students than the general population.
- Significantly increased transfer rate of Transfer Success cohorts in comparison to general population
- Significantly increased degree completion rate of Transfer Success cohorts in comparison to general population

Anticipated Staffing Needs

100 %	Project Director
50%	Activity Coordinator (.5 faculty reassignment)
50%	Transfer Coordinator
50%	Grants Administrative Specialist (Administrative Assistant)
50%	Admissions & Records/ Matriculation Specialist
25%	Research Analyst
PT	Academic Success coaches
PT	Supplemental Instruction Leaders
PT	Tutors
PT	K-12 Articulation Coordinator

Facility Needs

- Transfer Hub/Center (location for transfer services)
- Staff offices

COMMITTEE ASSIGNMENTS TO STRATEGIC PLANNING GOALS AND OBJECTIVES - 2013-2018

Goal 1 INCREASE STUDENT ACHIEVEMENT AND SUCCESS

Obj 1	TAG	Improve transfer preparedness (completes 60 transferable units with a 2.0 GPA or higher).
Obj 2	TAG	Improve transfer rate by 10% over 5 years.
Obj 3	SSC	Increase the percentage of basic skills students who complete the basic skills pipeline by supporting the development of alternatives to traditional basic skills curriculum.
Obj 4	SSC	Improve persistence rates by 5% over 5 years (fall-spring; fall-fall).
Obj 5	SSC	Increase completion rate of degrees and certificates over 6 years.
Obj 6	SSC	Increase success and retention rates.
Obj 7	SSC	Increase percentage of students who complete 15 units, 30 units, 60 units.
Obj 8	SSC	Increase the percentage of students who begin addressing basic skills needs in their first year.
Obj 9	SSC	Decrease the success gap of students in online courses as compared to face-to-face instruction.
Obj 10	SSC	Increase course completion, certificate and degree completion, and transfer rates of underrepresented students.

Goal 2 IMPROVE THE QUALITY OF STUDENT LIFE

Obj 1	SSC	Increase student engagement (faculty and student interaction, active learning, student effort, support for learners).
Obj 2	ASNC	Increase frequency of student participation in co-curricular activities.
Obj 3	SSPC	Increase student satisfaction and importance ratings for student support services.
Obj 4	ASNC	Increase the percentage of students who consider the college environment to be inclusive.
Obj 5	Legacy	Decrease the percentage of students who experience unfair treatment based on diversity-related characteristics.
Obj 6	SSPC/SSC	Increase current students' awareness about college resources dedicated to student success.

Goal 3 INCREASE STUDENT ACCESS

Obj 1	SSPC	Increase percentage of students who declare an educational goal.
Obj 2	SSPC	Increase percentage of new students who develop an educational plan.
Obj 3	SSPC	Increase percentage of continuing students who develop an educational plan.
Obj 4	SSC	Insure the distribution of our student population is reflective of the communities we serve.
Obj 5	APC	Reduce scheduling conflicts that negatively impact student completion of degrees and programs.

COMMITTEE ASSIGNMENTS TO STRATEGIC PLANNING GOALS AND OBJECTIVES - 2013-2018

Goal 4 CREATE EFFECTIVE COMMUNITY PARTNERSHIPS

Obj 1	GAC/SSC	Increase the number of students who participate in summer bridge programs or boot camps.
Obj 2		Increase the number of industry partners who participate in industry advisory council activities.
Obj 3	ASNC	Increase the number of dollars available through scholarships for Norco College students.
Obj 4		Increase institutional awareness of partnerships, internships, and job
Obj 5	SSPC	Continue the success of Kennedy Partnership (percent of students 2.5 GPA+, number of students in co-curricular activities, number of
Obj 6		Increase community partnerships.
Obj 7		Increase institutional awareness of community partnerships.
Obj 8	GAC	Increase external funding sources which support college programs and initiatives.

Goal 5 STRENGTHEN STUDENT LEARNING

Obj 1	PRC	100% of units (disciplines, Student Support Service areas, administrative units) will conduct systematic program reviews.
Obj 2	NAC/SSPC	Increase the percentage of student learning and service area outcomes assessments that utilize authentic methods.
Obj 3	NAC	Increase the percentage of programs that conduct program level outcomes assessment that closes the loop.
Obj 4	NAC/DE	Increase assessment of student learning in online courses to ensure that it is consistent with student learning in face-to-face courses.
Obj 5	PDC	Increase the number of faculty development workshops focusing on pedagogy each academic year.

Goal 6 DEMONSTRATE EFFECTIVE PLANNING PROCESSES

Obj 1	APC/ISPC	Increase the use of data to enhance effective enrollment management strategies.
Obj 2	ISPC	Systematically assess the effectiveness of strategic planning committees and councils.
Obj 3	APC/BFPC/ISPC/SSPC	Ensure that resource allocation is tied to planning.
Obj 4	TC	Institutionalize the current Technology Plan.
Obj 5	BFPC	Revise the Facilities Master Plan.

Goal 7 STRENGTHEN OUR COMMITMENT TO OUR EMPLOYEES

Obj 1	PDC	Provide professional development activities for all employees.
Obj 2	Legacy	Increase the percentage of employees who consider the college environment to be inclusive.
Obj 3	Legacy	Decrease the percentage of employees who experience unfair treatment based on diversity-related characteristics.
Obj 4	Legacy	Increase participation in events and celebrations related to inclusiveness.
Obj 5	PDC/Safety	Implement programs that support the safety, health, and wellness of our college community.

NORCO COLLEGE ACTION PLAN FOR STRATEGIC PLANNING GOALS 2013-2018

GOAL 4: CREATE EFFECTIVE COMMUNITY PARTNERSHIPS

GOAL OBJECTIVES	COMMITTEE(S) LEADING	BASELINE MEASURE	TARGET OUTCOME
Objective 1: Increase the number of students who participate in summer bridge programs or boot camps.			
Objective 2: Increase the number of industry partners who participate in industry advisory council activities.			
Objective 3: Increase the number of dollars available through scholarships for Norco College students.			
Objective 4: Increase institutional awareness of partnerships, internships, and job opportunities established with business and industry.			
Objective 5: Continue the success of Kennedy Partnership (percent of students 2.5 GPA+, number of students in co-curricular activities, number of students who are able to access courses; number of college units taken).			
Objective 6: Increase community partnerships.			
Objective 7: Increase institutional awareness of community partnerships.			
Objective 8: Increase external funding sources which support college programs and initiatives.			
Activities	Timeline	Responsible Offices/Parties	Objective(s) Addressed