

Institutional Strategic Planning Council (ISPC)

March 19, 2014

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)
Melissa Bader (Faculty Rep to District EMTF)
Greg Aycock (Dean of Institutional Effectiveness)
Beth Gomez (VP Business Services)
Monica Green (VP Student Services)
Diann Thursby (Staff-Grants Administrative Specialist)
Celia Brockenbrough (Library Faculty)
Jim Thomas (CTE Faculty)
Ana Molina (Staff-Administrative Assistant II)
Sheryl Tschetter (Transfer Faculty)
Jocelyn Yow (ASNC-President)
Natalie Aceves (Staff-Educational Advisor)
Andres Elizalde (Basic Skills Faculty)
Ruth Smith (Recorder)

• **Absentees:**

Ruth Jones-Santos (Staff-College Receptionist)
Lyn Greene (Academic Senate President)
Jason Parks (Chair of Chairs – APC)
Mark DeAsis (Dean of Admissions and Records)

• **Guests:** Koji Uesugi, Damon Nance, Carol Farrar, Paul Parnell

Welcome:- Diane Dieckmeyer

- Welcome to everyone and thank you for doing such a great job during our accreditation visit.

Approval of Minutes: - Gail Zwart

Motion by Diann Thursby, second by Jim Thomas, to approve the minutes for the March 5, 2014 meeting. Motion approved.

I. Action Item:

A. APC Reprioritization of Faculty Hiring (Diane Dieckmeyer)

- With loss of Mike Cluff the APC was tasked with reprioritizing the faculty hiring list. The entire list was not reprioritized. The English position was inserted as #1 due to the sudden need for faculty in that area.

Motion by Deborah Makin, second by Sheryl Tschetter to approve the reprioritized faculty hiring list. Motion approved.

II. Information Items:

A. Legacy Committee Follow-up (Diane Dieckmeyer)

- Tri chairs discussed following through on what items the reporting committees ask for as far as support/resources. Discussed possible ways to help.
 - Suggested committees do something similar to a program review document. (Legacy, Safety Committee)
 - Discussion on whether or not funding is currently available. A process for funding should be identified and started now.
 - Would like to have a small budget available for each committee so requests and decisions are not reactive, but could be planned.
 - Sheryl Tschetter and Ruth Leal will attend the next Program Review Committee meeting to discuss possible revision of the forms to accommodate committee requests.
- Suggestion that the Legacy Committee make sure that the APC is aware of any upcoming events so they can share the info with their departments. Will help with faculty attendance.
- Ruth Leal will discuss how to share event information with staff at the next Staff Professional Development meeting. Will try to have more staff attend the events.
- Discussion about staff being able to attend due to job responsibilities.

B. Protocol Review for ISPC (Gail Zwart)

- No technology use during the meeting please unless you are looking at meeting information items.
- Please no side chats during presentations. Reserve questions and comments for the end.
- Attendance is important.
- Please make sure that you are recognized before speaking during the meetings.

C. Debrief on Accreditation Visit – Including District (Diane Dieckmeyer)

- Dr. Dieckmeyer thanked everyone for their participation during the accreditation visit.
- Discussed the hospitality committee and what their tasks included.
- Will receive draft report soon and will be able to correct any factual errors.
- Briefly reviewed the colleges and the districts accommodations and recommendations.
- The Substantive Change that was submitted for the International Rectifier classes being held in Temecula has been approved by the Commission. It also commends the college on preparing an excellent proposal for review.
- Dr. Dieckmeyer shared that the District was very supportive of all Norco's evidence needs/requests.

D. Technology Committee Report (Damon Nance & Ruth Leal)

- The Technology Committee is made up of 7 faculty, 7 classified, 2 administrators and 2 students.
- Reviewed the goals from the Technology Plan and gave an update.
- Working on creating a technology training website subpage that will contain all of the technology workshop dates and information.
- Still working on Lynda.com. Reviewed all other projects that are being worked on. (Google Maps)
- Need to fill one faculty vacancy.
- Committee would like to have some funding. Also looking for digital maps for some of the Norco buildings. They are needed for Google Maps.
- Requested support from ISPC to assist in filling the faculty vacancy and address resource needs for the technology strategic plan goals.

E. Safety Committee Update

- Reviewed plan for the summer and discussed the Feb 26 practice evacuation drill of the IT building. It took 6 minutes to clear the IT building. Signs were utilized to help locate the evacuation meeting spots.
- Tuesday, July 8 the SSV building will be evacuated. Aug 6 the ATEC building will have a drill and Aug 20 the CSS building will have their drill.
- The Safety Committee will be working on evacuation maps to be posted in all the buildings.
- Working toward planned, but unannounced drills.
- Will incorporate evacuation chair training in future drills. A training video for the evacuation chairs will be available on the Safety Committee website soon.
- Evacuation and active shooter drills will be done in the evenings for the night students and staff. Probably during the Fall semester.
- April 4 there will be an Active Shooter table top training with Sherry Stone at Norco from 10:30-2:30. Please RSVP to Lisa if you are interested in attending. Will be videotaping Sherry's lecture portion for posting to the website.

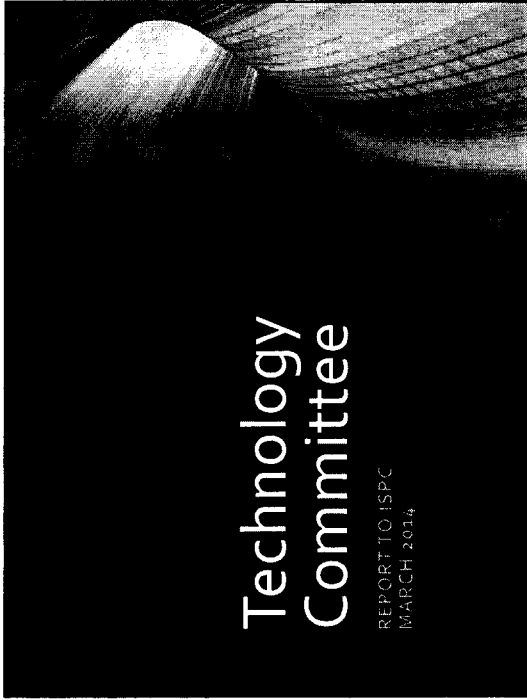
III. Open Hearing:

- Discussion regarding the number of faculty on committees. Small disciplines have trouble getting two faculty members on several of the committees. Suggestion to talk with the Academic Senate and start a discussion on number of faculty members on each committee. A discussion will take place in the Fall about the possibility of redesigning the makeup of the departments. Suggestion to send Melissa Bader to talk to the Academic Senate about the number of faculty on committees and to share that a meeting will be convened in the Fall to discuss possible changes to academic department make-up.
- Announcement from Dr. Parnell that Dr. Irv Hendrick will be the new Interim Chancellor. Dr. Azari is stepping down.

Adjourned - 2:20

Norco College | ACADEMIC PLANNING COUNCIL | FACULTY PRIORITIZATION | 2013-2014
updated on Friday, March 14, 2014

Requested Position <i>Position Title</i>	Requesting Discipline or Unit <i>(Source of request Discipline or Unit PR)</i>	Final Prioritization
English	English	1
Spanish	World Languages	2
History	History	3
Electronics & Electrical Engineering	Manufacturing and Electronics	4
Psychology (Social)	Psychology	5
Anthropology (Archaeology)	Anthropology	6
Sociology	Sociology	7
Health Science	Health Science	8
Counselor - EOPS/CARE	Student Services Area - EOPS CARE	9
Reading	Reading	10
Counselor - Financial Aid	Student Services Area - Counseling & Guidance discipline	11
Chemistry	Chemistry	12
English	English	13
Drafting Technology	Engineering and Architecture	14
Mathematics	Mathematics	15
Kinesiology	Kinesiology	16
Biology / Health Science <i>(title corrected per dept)</i>	Biology	17
Physics	Physics and Physical Science	18
Athletics Coach - Male FT <i>(title corrected per discipline)</i>	Kinesiology	19
Athletics Coach - Female FT <i>(title corrected per discipline)</i>	Kinesiology	20
Athletics Trainers	Kinesiology	21
Biology	Biology	22
Architecture	Engineering and Architecture	23



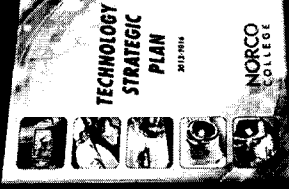
Technology Committee Members

- Damon Nance (Co-Chair)
- Ruth Leal (Co-Chair)
- Emile Bradshaw
- Cathy Brotherton
- Keith Coleman
- Mark DeAsis
- Ladylyn Dominguez
- James Finley
- Janet Frewing
- Victor Goldbaum
- Daniel Lambros
- Sandra Martinez
- Ryan McKee
- Stephanie Perkins
- Jefferson Triangco
- Ana Molina (Secretary)


Technology Committee STATEMENT OF PURPOSE

- The Norco College Technology Committee provides recommendations for the strategic direction, implementation, and sustainability of technology resources throughout the college used to support student learning programs and services and improve institutional effectiveness consistent with the college's mission.

Technology Committee Projects



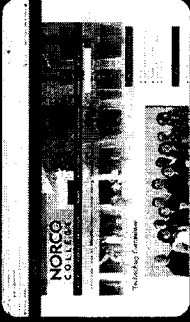
- Technology Strategic Plan



Goal I
MAKE TECHNOLOGY A PRIORITY AT NORCO
COLLEGE THROUGH TRAINING AND SUPPORT
FOR FACULTY, STAFF, AND STUDENTS


Goal I Update
Technology Training

- Net Tutor Workshop this Friday, March 21, 2014
- Plan to create a Technology Training subpage in the Technology Committee webpage



Goal I Update
Technology Training

- "Technology and You by the Technology Committee"
- Partnered with Professional Development Committee and CSEA on Staff Development Workshop Series
- Upcoming workshops: April 16 and May 30, 2014

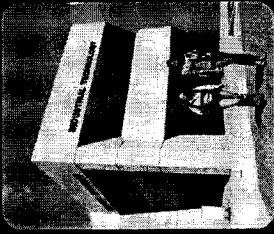


Goal I Objective
Develop a plan for technology training workshops, online tutorials, and informational materials

Your tutor is waiting.







Goals VI & VII

- Created a survey to best ascertain the needs of technology and technology training of the college community: faculty, staff, and students.
- Plan to conduct survey in late March/early April

Goal VII Objectives

Create and Conduct an Online Campus Survey



- Created a draft Technology Principles and Guidelines that defines Total Cost of Ownership
- Created a draft Technology Request Form, which includes criteria for technology based decisions, requests, and resources

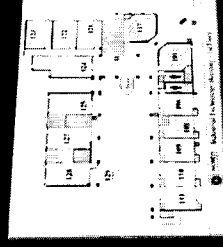
Goal VI Objectives

Create a College-Wide Technology Use Model



Technology Committee Projects

- Google Maps



Challenges

- Need to fill 2 faculty vacancies on Technology Committee
- Funding for Technology Plan goals
- Google Maps – buildings that do not have digital maps

Support from ISPC

- Assist in creating awareness of faculty vacancies
- Address resource development for Technology Strategic Plan goals