ISPC Fall Retreat

<mark>December 07, 2016</mark>

12:30-4:00 (extended time)

ST-107

Members:

Ruth Leal (Staff-Instructional Productions Specialist *ISPC Chair*)
Melissa Bader (Faculty Rep to District EMTF *ISPC Chair)
Diane Dieckmeyer (VP Academic Affairs *ISPC Chair*)
Greg Aycock (Institutional Effectiveness)
Chris Poole (Staff)
Koji Uesugi (VP Student Services, Interim)
Daniel Landin (Staff)
Jason Parks (Chair of Chairs, APC)
Mitzi Sloniger (Faculty)
Beth Gomez (VP Business Services)
Peggy Campo (Academic Senate President)
Celia Brockenbrough (Library Faculty)
JimThomas (CTE Faculty)
Mark Lewis (COM Faculty)
Tom Wagner (CTE Faculty)

Absent:
Monica Esparza (Staff)
Mark DeAsis (Dean of Admissions and Records)
Arlene Cordoza (ASNC)
Leona Crawford (Staff)
Barbara Moore (Faculty)

Guests:
Gustavo Oceguera
Colleen Molko
Kristine Anderson
Mark Hartley (
Robbie Bishara (ASNC)

Approval of Minutes
Motion to approve Jason/Jim Add Mitzi to the minutes
Motion approved
Move Student Success dialog to the end. Bump up ASNC report
Tom Wagner is assuming Gail Zwart's position as one of the two reps from CTE. Welcome.

I. Action Items:

a. Technology Plan Addendum-Ruth Leal

Motion to approve Mark/Greg

See handout

- Approved draft at last Technology meeting.
- Need to put forth addendum to extend Technology Plan through 2018 continuing with current goals.
- Took language from plan

Discussion:

The goal is to institutionalize the Technology Plan. Does that get extended out to 2018?

Already integrated into the processes.

Is there a process to integrate it over the years? We are constantly looking back.

Why draft a new plan and not just update. May cause some concern? Possibly change to update or revise.

Have you thought about Extending to 2019 so that you have time to react to the Strategic plan? We could do it either way. The Plan is a living document that can be updated annually. Thank you Kris Anderson and Dr. Dieckmeyer for reviewing.

Motion approved

II. Information Items:

a. Update on Strong Workforce Program Plan –Colleen Molko

- 7.7 million dollars available regionally.
- Our department has been very involved. Listing of all programs put forward.
- Next step-steering committee meeting next Monday. Includes CTE deans from each 12 colleges. Goes to Executive Council.
- We have two members on the council, Dr. Gail Zwart and Dr. Diane Dieckmeyer.
- Happy with our process.
- In September the committee convened to get input. Took all ideas and organized them by master plan, strategic plan, and strong workforce metric.
- In order to continue to receive funding we must be successful in increasing enrollment, and placement. Ideas sent to all stakeholders. Items were ranked. Worked on aligning budget to all items.
- $2.9 m to RCCD (Norco's portion $595,606.
- Did not include ACE.
- Parallel process.
- Put forward to Norco College Executive cabinet. Received approved list.
- Other funded items were identified.
- Handout was submitted this morning.
- Established four (4) new CTE programs, an office for community development, Internships, placement for graduates, Instructional materials and Vaccines for low income students
- Next year's process – Please take items that were not funded and include them in your

program review.

- Are there plans to advertise new programs? Regionally we go through Desert Regional Consortium. We also have a FT marketing person, Jennifer Krutch. Very talented. Goes to local businesses, chamber meetings, unemployment offices etc. Library can also take flyers for students. Variety of things we are funding should have a great impact on our students. Thank you Colleen for your leadership.

b. Annual Progress Report on Strategic Planning/Education Master Plan Goals, Objectives and "Dashboard Indicators"-Greg Aycock
- Annual progress report-Dashboard reviewed (Posted)
- 44 objectives
- green-met 5 year target
- yellow within 90% of meeting 5 yr target
- red not close to 90%.
- In year three (over the hump) Final stages of stragetic plan (Now posted only on the Strategic Planning (evaluation procedures)

Summary: Over all outcomes:
   20 objectives already met 5 year targets
   14 objectives are within 90% of 5 year targets
   5 objectives are less than 90% of 5 year targets
   5 objectives are qualitative
- Committees have been reporting out: Have the committee report outs been helpful? Yes, hugely helpful. We should go back and thank the groups that have participated. Maybe 3 co-chairs could draft a note to thank them.

Top 5 objectives (4 yr trend)
   Goal 1.8 - Student who begin basic skills in 1st year. Exceeded target
   Goal 1.10 - Transfer rate for Asian Rate increased. Many other groups also increased.
   Goal 3.1- Students declaring an Ed Goal Up a lot to 55.3%
   Goal 4.1 - Students in Summer Bridge up to 520. Still in the red but we have made great gains. Need to clarify what defines Summer Bridge. Maintain what definition that we are using just look to make sure we are not overlooking some of our offerings. We max now at 600. Revisit at another meeting.
   Goal 7.4 - Employees in inclusiveness Events Target 42. Exceeded at 250 - based on participation. Read to Succeed programs are amazing.   To 11% (target 21.8% improvement
   Goal 1.3 - reading pipeline target 32.3%. Now at 24.7%
   Goal 1.9 - FTF-OL Success Gap Idea is to make gap smaller. 8.4% but target is 6.5%. Did we increase offerings on one side? In reality, our students do not have access to technology. Peggy will bring issue to Jan Muto
   Goal 1.10 - Completion-African American
        Degree 20.4% to 11% target 21.8%
        Transfer 32.7% to 25% Target 28.8%
   Goal 5.2 -Programs closing assessment Loop 30% to 40.5% (target 80%)
   This semester using TracDat and looking forward to full participation in order to

close the loop. Consider offering another Flex activity on "closing the loop" so faculty knows what it looks like. How do we prove it?

77% of objectives have met or are over 90%.

Completion Initiative:
Could potentially impact the majority of goals
First Implementation 2017-18
Next strategic plan begins 2018-19
Begin thinking how to simplify our goals as we start the process of creating a new SP plan.

Look at all plans and align
Hopefully we can get down to a max of 10 goals.
Chabot redid their strategic planning goals. They have 1(one)! Lots of different ways to model. Trend indicator is included.

c. **Evaluation of the Evaluation Procedures & Report on Annual Evaluation Cycle - Greg Aycock**
- Emailed report to everyone. It was very helpful.
- 10 question survey.
  - What is the purpose of the procedure?
  - What works effectively?
  - What needs to change?
- What is the Purpose of a planning council?
  - To make sure members understand
  - Get a feel for what people are thinking
  - Taking data back to council
  - Safe place to express your opinions

Discussion: Comments are insightful. These are brought back and shared with the councils. Do we need to change anything? No. Great to have standardization. Maybe as ISPC we need to address the comments with the various councils. Share along with ISPC Comments. Shared Governance. Very helpful as a new committee leader. These comments were very helpful to get a feel of the temperature of the committee. This survey does not go to this committee-

Academic Senate:
- Spring-survey sent to each of the co-chairs
  Co-chairs facilitate discussion on survey of effectiveness
  Co-chairs write executive summary of the results of survey and discussion

- Late Spring/Summer-President writes report of effectiveness

- Fall-President presents report to ISPC
  o Need to check with committee as to best time to prepare.
     Is Spring a better time? Changed originally due to necessity. Would like to see it go back to Fall. Sets tone for the rest of the year. Timeline needs to be reevaluated. Fall

is heavy for Senate. May be a few weeks late if done in fall.

- o Memorandum should highlight something totally off the grid. Example of closing the loop.

- o Progress report on SP/EMP goals Objectives and Dashboard indicators
- o Purpose. Helpful yes
- o Any changes needed. Actual goals when we change. Include discussion of why changes were made. Pairing minutes with goal revision could be very helpful.
- o Are our goals really achievable?

Institutional Effectiveness and planning Survey:
- Used to be COTW survey:
- Scope was limited to whoever showed up at the last COTW meeting.
- Very much expanded. Accreditation elements added
- Sent to entire institution, 143 responses. Faculty staff and administrators. Take away very positive.
- What is the purpose: With councils, is anyone doing anything with this information. Greg & Dr. Dieckmeyer used it as an area of focus and found it very helpful. Greg encourages you to take the time to look at areas that pertain to your area. May be beneficial for the councils to review as a group. Include Senate and Safety Committee.
- Bring back to ISPC for discussion.
- Let COTW know-summary-on agenda with a link after we discuss.

Report of Resource Allocation

VP Business presents to BFPC, ISPC,

- Purpose to inform the college about our resources.
- Is it helpful? Well and good, but what about NORCO's budget? People want a more detailed report specifically to Norco and grants. It will help us make better informed decisions.
- What needs to change? Take presidents report and Resource Allocation out of the survey. Move to closing the loop.   Not a possibility. These surveys must be included for accreditation.
- Thank you Beth for all of the information.

Report on Annual Evaluation Cycle
- What is the purpose: Synthesizes the whole report at once. Preserves institutional knowledge-we could look it up if needed.
- Very nice.   Good for our college
- Any changes? No

Item **d** of Information Items has been moved to follow the committee reports.

III. Committee Reports

a. ASNC Report

Mark Hartley/Robbie Bashara

Excited about coming up on the end of semester

Asked to share what is going on with ASNC

- Norco Fest-put a face to ASNC
  Magician from Pennsylvania
- Breast cancer Awareness Week
  All proceeds went to City of Hope Student volunteers
- Comedy Night
- Harvest Festival
- Winter Ball - Collaboration between Puente and ASNC
- Changes in officers
  VP finance Christopher Castillo
  VP organization Kevin Hayes
- Bring out metal Health
- Finishing up with Angel Tree
- Circle of Change
- Smoking circle-hoping to hold forum to let their voice be heard
- Immigration Forum-A lot of dreamers are not satisfied. Still scared.
  Specific: If you are over 18 and step out of the country you must stay out for 10 years.
  Are there other options? Overall the students were satisfied that we, as a college, brought
  the attorney out, but they are scared in general. Faculty forum for two-way
  communication-what do students need from us? Better to be aware than not to know. At
  least 6 faculty committed to coming next Thursday.
- Where is the school at about getting a second entrance-ASNC will try to help. Dr. Green
  recommends going to a previous resolution regarding a new entrance
- Growing homeless population on campus. ASNC last year set aside $2000 to help out
  any homeless students. Collecting blankets, pillows. ASNC to provide meals.
- Athletics funded by ASNC. It is a lot of money. What can we do about getting someone
  else to pay and not ASNC? Athletics ranked 4th on the list. Dr. Green expressed support
  and will try to find funds estimated to be $35000
  - Uniforms
  - Food
  - Equipment
  - Assistant Coaches Stipend
- May be helpful if students went to the board to let them know that Norco receives less
  money per head than a student sitting in the same class at Moreno valley or RCC. We
  received only 17% of the district budget. RCC pays for their athletics. Moreno Valley
  does not have Athletics. Have someone explain to the student why they are worth less as
  a student at Norco than at RCC or MV. Students are the only reason we are all here.

- As we move into spring meetings will be held on Friday 2:00 all are welcome.

- Unofficial announcement, we have filled student activity Position-Dr. Edwin Ramiro

Thank you for your student presence on the committees
Thank you for your support of the institution.

b. Academic Senate Report-Peggy Campo

- 29 of the objectives are under senate or senate purview
- Separated into goals and objectives

Quick Summary

- What is Senate (see NAS Mission on handout)
- 1-6 Board of trustees relies on senate purview
- 6-11 are collegially decided (BOT and Senate)
- Faculty have privileged role. Legally supported
- Purpose-to participate (see handout)
- Meets once per month

Summary of Senate Activity fall 2016 See list)

- First time in history we issued a vote of no confidence
- Approved *concept* of schools for Completion Initiative. Will be open to revise schools as they are now preparing spring for approval. Senate did not want to impeded the work already started.
- Need to be strong for our students when it comes to immigration. Be courageous. As Senate president I will push for us to be a sanctuary school. Resolution written to imply we will do anything we can do to make our students safe. Not strong enough for our Faculty Association. Include Medina

Goal and objectives: Reviewed

- Ask lawyer to give a synopsis of his presentation. Didn't necessarily support DACA because now you are in the system. Shocking to hear him say that since the college is encouraging students to join the Dreamers Club. Perhaps we should get another opinion. We COULD be forced to provide the list of students. Good reason to support us as a sanctuary school. Will that cut federal funding? The potential is out there to overturn DACA. Federal outweighs State law.

d under Information Items-moved on agenda:

Student Success Dialogue-Gustavo Oceguera

Looking at how to integrate work that has been done.

- Statewide report due soon.
- Will it be the three administrators that oversee the committees or by a committee?
- There needs to be an umbrella that gathers initiative together in one room and determines the direction for Norco.
- May be interested in talking to San Diego City College to see how their program works.
- We need a place where people are coordinating needs to come together to determine gaps or overlaps that we don't see as individuals. How does it all jive for the institution?

- Consensus is that we need to bring it back and that we like the sense of an umbrella for student success initiatives. The problem is determining membership.
- Plan on launching again. Talk should not be that we are bringing it back but *that we are creating a committee or council that will address the planning of our initiatives.*
- Workgroup for Ed plan needs to start in January. Equity, SSSP and Basic Skills.
- What needs to go on the agenda? Address on very first meeting of the semester

IV. Open hearing
- Spring Flex Day Norco College (Title 9, Hire me, LGBT, millennial students, etc. Melissa will send out email.
- March 10, 2017 another panel about active shooters-Rita from Umpqua, FBI.
- PT faculty did not have a place to test her students. Connect with Dean. Information needs to be documented. Stem Center is open this week until 9:00pm. Contact evening administrator.

Next meeting February 15, 2017 ST-107

MISSION STATEMENT (Board Approved August 2012)

Norco College serves our students, our community, and its workforce by providing educational opportunities, celebrating diversity, and promoting collaboration. We encourage an inclusive, innovative approach to learning and the creative application of emerging technologies. We provide foundational skills and pathways to transfer, career and technical education, certificates and degrees.
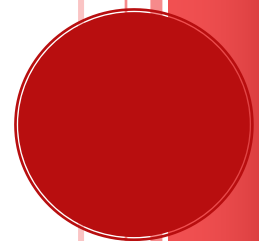
REPORT ON ANNUAL EVALUATION

2015-16

Report on the evidence that all parts of the evaluation cycle were completed

Office of Institutional Effectiveness

11/29/2016

REPORT ON ANNUAL EVALUATION

2015-16

Since the initiation of SP 2010-01 in the 2009-10 academic year, Norco has had procedures in place for the evaluation of its integrated institutional planning, program review, resource allocation and decision-making processes. The purpose of this report is to present the activities during 2015-16 that fulfilled the following procedures and ensured regular evaluation of the established College decision-making structure.

Policy Statement

On an annual basis, the strategic planning, program review and resource allocation processes of Norco College will be evaluated in an effort to ensure that:
- Planning, program review and resource allocation are effectively integrated.
- Decisions are made strategically, based on institutional data, College-wide input, and systematic planning processes focused on continuous quality improvement.
- The concerns of stakeholders (students, faculty, staff, administrators and the communities served by the college) are highly valued and regularly incorporated into the College's planning, resource allocation and decision-making processes.

Evaluation Procedures

Evaluation of Norco College's strategic planning; program review, resource allocation and decision-making process shall be comprised of an annual cycle that includes the following elements:

1. Survey of Effectiveness of the Planning Councils: Academic Planning Council, Business & Facilities Planning Council and Student Services Planning Council – By the end of the Fall of each academic year, participating members of each planning council will be surveyed to determine their degree of satisfaction with committee level planning, program review, resource allocation and decision-making processes, annually evaluate the criteria used, and their perceptions regarding the degree to which these processes are effective and linked at the planning council level.

2. Report of Effectiveness of Academic Senate and Senate Standing Committees: In late spring of each academic year, each standing committee and the Academic Senate will participate separately in dialogue sessions to evaluate the effectiveness of their planning and decision-making processes during the academic year. In late spring, the Academic Senate will receive an executive summary from each standing committee for review and discussion at a designated Academic Senate meeting. The Academic Senate will make

recommendations to and receive recommendations from each of the standing committees based on the results of the evaluation and discussion. The academic senate will report the outcome of their evaluation to the ISPC in the following fall.

3. Memorandum from College President to Norco College – Based on the previous year's program review requests and the prioritization process, by the end of each academic year (or as soon thereafter as budget recommendations and decisions for the subsequent academic year have been made) the College President will submit a memorandum to the college-at-large that identifies which resource requests were funded. The Memorandum shall include positions that are approved for hiring as well as other resources. In instances in which the President's decisions do not correspond to the recommendations of the prioritization process, a detailed rationale for the decisions will be provided.

4. Progress Report on Strategic Planning/Educational Master Plan Goals, Objectives and "Dashboard Indicators" – This report, to be prepared by the Office of Institutional Effectiveness, shall be presented at an ISPC and a Committee of the Whole meeting during the fall term of each academic year.

5. Institutional Effectiveness and Planning Survey –In late spring, the College-at-large will be surveyed to determine the degree to which the College constituencies understand and are satisfied with planning, program review, resource allocation and decision-making processes as well as their perceptions regarding the degree to which these processes are effectively integrated.

6. Report of Resource Allocation –After the Board of Trustees approves the budget, a report will be made to the BFPC, ISPC, and the Committee of the Whole informing them of budget allocation decisions which impact the college and district. The presentation of the report will provide ample opportunity for institution-wide dialogue. Dialogue will include the ways in which resource allocations may improve student learning.

7. Report on Annual Evaluation Cycle – This report, to be prepared by the Office of Institutional Effectiveness, will be presented to the ISPC in the fall. The ISPC will utilize the report to initiate dialogue which may include suggestions for improvements in planning, procedures, and processes.

SURVEY OF EFFECTIVENESS OF THE PLANNING COUNCILS

This ten-question survey focuses on issues related to the prioritization of resource requests from program review, the role of each of the planning councils (Academic

Planning Council, Business and Facilities Planning Council, Student Services Planning Council), and the linkages between strategic planning, program review, assessment and decision-making with the councils. The survey was sent out to each of the councils' co-chairs on November 17, 2015, and they disbursed it electronically to their respective members. A total of 35 council members responded with APC, BFPC, and SSPC responses at 12, 10, and 13, respectively. Overall, the Planning Councils Survey for 2015-16 indicated that respondents across all planning councils were strongly positive in their ratings across all questions in the survey. Coincidentally, there wasincrease in the number and substance of statements made regarding disagreement. These statements provided council co-chairs valuable qualitative data on which to begin dialogue and ultimately work toward improving effectiveness of council's processes. The Report on the Survey of Effectiveness was created as a tool to summarize data and to assist councils as they work to improvement their effectiveness. A more detailed summary report of the 2015-16 Planning Councils Survey is available here.

REPORT OF EFFECTIVENESS OF ACADEMIC SENATE AND SENATE STANDING COMMITTEES

For the 2015-16 academic year, the timeline for this evaluation procedure changed resulting in it occurring during the spring instead of the fall. Academic Senate used a common survey for the Senate and Standing Committees. The survey was distributed May 23, 20165, and total of 74 members representing all eight standing committees responded. The data summary comparing each committee's responses by question was distributed to the academic senate president. Each committee's co-chairs received the data summary and discussed results with their respective members. Subsequently, the co-chairs generated an executive summary based on the discussion, and reported back to the academic senate. All of the standing committees reported back to the academic senate, and the Academic Senate will be reporting to the Institutional Strategic Planning Council (ISPC) on their results. **The Annual Survey of the Academic Senate report is available** here.

MEMORANDUM FROM COLLEGE PRESIDENT TO NORCO COLLEGE

This memorandum is an update and rationale for decisions on resource allocation for the following academic year. Resource requests were initially made known through program review, and then compiled and prioritized by the appropriate planning councils (instructional program review requests to APC, student services program review requests to SSPC, and administrative program review requests to BFPC). Once the planning councils have set prioritization lists for requests, each list is forwarded to the

ISPC to be reviewed for acceptance. If ISPC identifies any requests that may need to be re-evaluated, the list is returned to the appropriate planning council for re-evaluation. Once ISPC has accepted the prioritization lists, they are forwarded to Committee of the Whole, and then on to the president for final decision. The memorandum captures all of the decisions for resource allocation for the following year. The president's memorandum is released in the spring semester and during 2015-16 it was distributed on June 8, 2016. The actual memo verbatim is available here.

PROGRESS REPORT ON STRATEGIC PLANNING/EDUCATIONAL MASTER PLAN GOALS, OBJECTIVES AND "DASHBOARD INDICATORS"

Each fall semester the Dean of Institutional Effectiveness makes a presentation to the ISPC and Committee of the Whole (COTW) on progress in meeting strategic planning goals (same as educational master plan goals) during the previous academic year. The presentation to ISPC took place on December 7, 2016 and the presentation to COTW occurred December 8, 2016. At present, 77% of the 44 objectives have either met 5-year targets or are within 90% of achieving these targets. This progress is encouraging since two years still remain to achieve the remaining 5-year targets. The Annual Progress Report can be found here.

INSTITUTIONAL EFFECTIVENESS AND PLANNING SURVEY

The purpose of this survey is to give a broad constituency base at Norco College the opportunity to provide input on the effectiveness of prioritization processes, linkages between program review, planning, and resource allocation; as well as the extent to which faculty and staff are participating in those processes. In addition, issues regarding accreditation including college mission, assessment, program review, resources, campus climate, and resource allocation were included on the survey instrument. It was administered on May 23, 2016, and 143 people completed the survey. The survey contains a question requesting employee status which allows data to be disaggregated by administrator/faculty/staff categories. Overall, survey results indicated very positive perceptions on awareness and participation in strategic planning and resource allocation processes across employee groups, though there was some disagreement as to whether the needs of students and/or areas were adequately met. Accreditation issues mentioned above, were most rated as very positive or highly effective with few exceptions. For a full report of this survey please see the following link.

REPORT OF RESOURCE ALLOCATION

The Vice President of Business Services made multiple reports to college constituencies regarding budget and resource allocation for the academic year in BFPC, ISPC, and COTW in September and October 2015 (see committee minutes during those months). During the presentation, topics such as new revenue, budget details, increases in categorical programs, the budget allocation model, and future challenges/opportunities were covered. For all details of the report on resource allocation presented at COTW, please see the presentation at the following link.

REPORT ON ANNUAL EVALUATION CYCLE

The present report represents the final element of the annual cycle for evaluating strategic planning and decision-making processes for the 2015-16 academic year. This report was presented to the Institutional Strategic Planning Council on December 7, 2016. The council then used this report as a tool by which to review and evaluate the evaluation cycle.

NORCO ACADEMIC SENATE REPORT
FALL 2016

COMMITTEE STATEMENT OF PURPOSE
> **Norco Academic Senate Mission:**
> The Academic Senate operates pursuant to Title 5, Subchapter 2, Sections 53200 – 53206, California Education Code B. The Academic Senate shall concern itself with making recommendations to the College President and the District Chancellor and the District Academic Senate, and the College Vice President for Academic Affairs with respect to policy development and the implementation of matters in the following areas:
> 1. curriculum, including establishing prerequisites and placing courses within disciplines
> 2. degree and certificate requirements
> 3. grading policies
> 4. educational program development
> 5. standards or policies regarding student preparation and success
> 6. district and college governance structures, as related to faculty roles
> 7. faculty roles and involvements in accreditation processes, including self-study and annual reports
> 8. policies for faculty professional development activities
> 9. processes for program review
> 10. processes for institutional planning and budget development
> +1. other academic and professional matters as mutually agreed upon between the Board of Trustees and the Academic Senate.

> **NAS PURPOSE:**
> The purposes of the Academic Senate shall be (1) to participate in the formation of policies and procedures in academic and professional matters; (2) to coordinate communication from the Riverside Community College District Academic Senate and the Academic Senates of the Moreno Valley, and Riverside City Colleges; and (3) to facilitate communication between the administration, faculty, students, and the Board of Trustees in all matters relating to community college education.

SUMMARY OF SENATE ACTIVITY Fall 2016:
- Approved the senate resolution for a vote of no confidence in Trustee Miller. Trustee Miller lost the election and now Trustee Bill Hedrick is representing our area.
- Approved the syllabus shell that was revised by APC.
- Approved the accreditation midterm report. A huge shout out to Dr. Dieckmeyer and Kris Anderson for putting in so many hours to detail all that is done at the college to continue in good standing.
- Approved the Strong Workforce Program Planning process.
- Approved the use of TracDat for Program Review.
- Approved the Teaching and Learning Committee's mission statement. Thank you Quinton and Dominique for taking the lead on this new senate standing committee.
- Approved the concept of schools for the Completion Initiative. The CI workgroup has done a lot of work to move us forward in the right direction.
- Approved a stipend of $500 per semester for the part-time senator. The senate realizes that this amount is low, but the intention is to demonstrate an appreciation and value part-time faculty involvement on senate.
- Approved the senate resolution in support of our values in light of recent presidential election results.

- Updated multiple BPs/APs including:
  - BP/AP4100 Graduation Requirements for Degrees and Certificates (DAS approved)
  - BP/AP7120a Academic and Classified Administrators Recruitment and Hiring (DAS approved)
  - BP/AP7120b Classified and Classified-Confidential Recruitment and Hiring (NOT DAS approved, pending discussion with CSEA)
  - BP5050 Student Success and Support Program (NOT DAS approved, pending legal interpretation)
- Approved multiple CORs and PORs including:
  - Facilities Maintenance POR
  - Business Information Worker POR
  - Music Industry Studies: Performance Certificate POR
  - Music Industry Studies: Audio Production Certificate POR
  - Associates Degree in Music POR
- Multiple discussions regarding:
  - Minimum qualifications and equivalency processes
  - College Promise Programs
  - Districtwide DE program- switching LMS

Held a special meeting with senate standing committees to enhance communication

STRATEGIC GOALS AND OBJECTIVES THAT APPPLY TO THIS COMMITTEE:

Twenty-nine of the forty-one objectives under our 7 strategic goals are either a direct responsibility of the NAS or of one of its subcommittees. This report will only mention goals and objectives that were addressed this semester and reported out by committee chairs (missing APC and PRC reports).

Goal 1: Increase Student Achievement and Success
Objective 9: (DE, together with AS/CC) Decrease the success gap of students in online courses as compared to face-to-face instruction.
- Dr. Farrar, Ladylyn Dominguez, and Jan Muto attended the Online Teaching Conference (OTC) in June 2016 in San Diego. Notes from the sessions attended have been shared with the DE committee. Dr. Farrar is interested in sending a cadre of faculty to the June 2017 meeting in Anaheim.

Goal 2 – Improve the Quality of Student Life
Objective 1: (PDC) Increase student engagement (faculty and student interaction, active learning, student effort, support for learners).
- **Activities/Workshops:** Active learning opportunities; Career Con, GRIT, Read 2 Succeed, and Campus Safety workshops. Transition assistance for first year transfer students.

Goal 5: Strengthen Student Learning
Objective 2: (NAC, together with SSPC) Increase the percentage of student learning and service area outcomes assessments that utilize authentic methods.
- Ongoing trainings on the use of TracDat and methods of assessment – feedback on Annual Program Review

Objective 3: (NAC, together with SSPC) Increase the percentage of programs that conduct program level outcomes assessment that closes the loop.

- Enact emergency assessment plan to ensure as many programs as possible are assessed. Require all disciplines to generate a rotation cycle to show assessment plan over a 4 year period for all courses, SLOs and Programs.

Objective 4: (NAC, together with DE) Increase assessment of student learning in online courses to ensure that it is consistent with student learning in face-to-face courses.
- Meet with new DE chair to collaborate on this goal.

Objective 5: (PDC) Increase the number of faculty development workshops focusing on pedagogy each academic year.
- **Activities/Workshops:** Anagoge – How to educate adult learners; Certificate to teach "men of color" by Dr. Nelson; Success Workshops; GRIT; Several FLEX training workshop opportunities that focus on assessment or pedagogy; FLEX Fridays; new course for Game Art; The study of 'Teaching and Learning'; ALLY training events; Legacy and Diversity training workshops.

Goal 7: Strengthen Our Commitment to our Employees
    Objective 1: (PDC) Provide professional development activities for all employees.
    Activities/Workshops: Open Campus; Lynda.com; Go2Knowledge training workshops

    Objective 4: (LAC, together with Legacy Committee) Increase participation in events and celebrations related to inclusiveness.
- The Dean of Technology and Learning Resources sends email blasts to the college community about the Read 2 Succeed, Poetry Performance, and Celebrate Books & Libraries events each semester. He also distributes flyers both in person and via mailboxes and makes announcements at meetings to spread the word about these important library events. In addition, copies of our Read 2 Succeed book are distributed to faculty, staff and students so they can more fully participate in the activities of the college-wide read. College faculty who are authors are asked to participate in the Celebrate Books & Libraries event to promote the love of books/reading and an appreciation for the college library and libraries in general. Two faculty members: Kris Anderson, Professor of English, and Walter Stevens, Professor of Theater Arts have committed to MC the Poetry Performance events. This enthusiastic faculty involvement in these events serves to encourage increased participation of other faculty members, students, staff, etc.

- Information about all library events can be found on the library website: http://norcocollege.libguides.com/home

ACTION PLANS
The senate will continue to work diligently to fulfill its mission and purpose. Among some of the action plans ahead are included:
- Enhance faculty's role in creating a sense of safety and belonging to students who are fearful from the recent presidential election results.
- Enhance a sense of community with associate faculty.

HOW DOES THE COMMITTEE ALIGN WITH NORCO'S COLLEGE MISSION?
The NAS provides the curriculum, programs, certificates, and degrees for students to accomplish their academic goals.

CHANGES
- Are applying the new by-laws passed last semester. The size of the senate has been reduced to avoid vacancies and ensure quorum is reached. Each academic department has one senator and

alternate who attend meetings when senator cannot.

ASSISTANCE NEEDED FROM ISPC:
- Strategic planning goals and objectives map to committees should be reviewed and revised.

2016-2017 NAS VOTING MEMBERS:

Peggy Campo – Senate President
Jim Thomas – Senate Vice President
Kim Kamerin-Senate Secretary/Treasurer
Quinton Bemiller – Arts, Humanities and World Languages Dept. Senator
Tom Wagner – Business, Engineering, and Information Technology Dept. Senator
David Mills – Communications Dept. Senator
Charles Sternburg – Math and Sciences Dept. Senator
Kimberly Bell – Social and Behavior Science Dept. Senator
Cameron Young – Part-time Faculty Representative
Next semester Gail Zwart will replace Tom Wagner for BEIT Senator, and since the Math and Science departments are splitting, Charles Sternburg will be the senator for Science and Bob Prior the senator for Math.

SENATE REPORTS

Maria Barragan – ASNC Representative/Student Liaison
Jason Parks – Academic Planning Council Chair
Sarah Burnett – Assessment Committee Chair-Assessment Coordinator
Brian Johnson – Curriculum Committee Co-Chair
Jan Muto –Distance Education Committee Chair
Vivian Harris – Library Advisory Committee Chair
Melissa Bader – Profession Development Committee Co-Chair
Alexis Gray – Program Review Committee Co-Chair
Quinton Bemiller/Dominique Hitchcock –Teaching and Learning Committee Chairs
Celia Brockenbrough – District PG & SL Committee
Gail Zwart –CTE Liaison

December 7,2016

ANNUAL UPDATE ON SP/EMP GOALS 2015-2016

- Data Collected on 44 objectives comprising the seven EMP/SP goals
  - Year 3 of 5-Year Strategic Plan
  - Color-Coded Dashboard/Bar Charts
    - Green: 5-year target level met
    - Yellow: within 90% of 5-year target level
    - Red: Less than 90% of 5-year target level
  - Report posted on the SP website
  - Presenting Summary today

ANNUAL UPDATE ON SP/EMP GOALS 2015-2016

- Overall Outcomes for 2015-16 Objectives
  - 20 objectives have already met 5-year targets
  - 14 objectives are within 90% of 5-year targets
  - 5 objectives are less than 90% of 5-year targets
  - 5 objectives are qualitative

- Committees have been reporting out progress on objectives

ANNUAL UPDATE ON SP/EMP GOALS 2015-2016

- TOP 5 OBJECTIVES (4-year trend incl base yr)
  - Goal 1.8—Students who begin basic skills in 1st yr
    - 50.1% to 65.2% (Target: 60%)
  - Goal 1.10—Transfer Rate-Asian Students
    - 32.5% to 50% (Target: 28.8%)
  - Goal 3.1—Students Declaring an Ed Goal
    - 36.4% to 55.3% (Target: 42.1%)
  - Goal 4.1—Students in Summer Bridge
    - 145 to 520 (Target: 600)
  - Goal 7.4—Employees in Inclusiveness Events
    - 40 to 250 (Target: 42)

ANNUAL UPDATE ON SP/EMP GOALS 2015-2016

- 4 OBJECTIVES NEEDING IMPROVEMENT
  - Goal 1.3—Reading Pipeline Completion
    - 29.4% to 24.7% (Target 32.3%)
  - Goal 1.9—FTF-OL Success Gap
    - 9.3% to 8.4% (Target 6.5%)
  - Goal 1.10—Completion-African American
    - Degree: 20.4% to 11% (Target 21.8%)
    - Transfer: 32.7% to 25% (Target 28.8%)
  - Goal 5.3—Programs Closing Assessment Loop
    - 30% to 40.5% (Target 80%)

ANNUAL UPDATE ON SP/EMP GOALS 2015-2016

- 77% of objectives have met or are over 90% toward 5-year target

- Completion Initiative
  - Could potentially impact the majority of goals
  - First implementation 2017-18
  - Next strategic plan begins 2018-19

- Begin thinking how to simplify our goals as we start the process of creating a new SP Plan

QUESTIONS?

Thank you