

Institutional Strategic Planning Council
October 4, 2017
ST 107 (1:00-3:00pm)
Minutes

Members Present: Kris Anderson (Faculty Accreditation co-chair), Greg Aycock, Melissa Bader (Faculty Chair), Ceila Brockenbrough, Peggy Campo, Leona Crawford, Mark DeAsis, Daniel Gitau (ASNC Rep.), Monica Esparza, Daniel Landin, Ruth Leal (Staff Chair), Samuel Lee, Barbara Moore, Chris Poole, Bryan Reece (Admin Chair) Jim Reeves, Mitzi Sloniger, Jim Thomas

Guests Present: Kevin Fleming, Tenisha James, Debra Mustain, Maureen Sinclair

Call to order: 1:04pm

Approval of Minutes:

Approval of [Minutes for September 20, 2017](#)

MSC (Thomas/DeAsis) Approved. (2 abstentions)

Corrections: none

I. Action Item:

A. None

II. Committee Reports

A. Legacy Committee – Tabled for next meeting

III. Information Items:

A. Accreditation Update

(Kris Anderson)

Kris introduced a new acronym: ISER (Institutional Self Evaluation Report). The next ISER is due spring of 2020. The timeline is as follows:

- In spring 2018 committees will meet and begin work
- In fall 2018, standards committees will complete drafts
- In spring 2019, ISER draft will be shared with Academic Senate, ISPC, COTW, and the full college community (first reading)
- In fall 2019 final revisions

The new Accreditation Standards were provided for the committee; Kris encouraged the committee to notify her or Greg Aycock of any areas they wish to be involved in.

Questions/Comments:

- The committee discussed the plan for addressing the change in our standards to assess all SLO's, PLO's, GELO's in all of our courses in a six-year cycle.

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- Recommended having a well-written assessment plan for each college with a narrative that articulates the challenges and how we are addressing them.
- Suggested for ALO to contact ACCJC directly and get their counsel, call them early and often to seek their guidance.
- Kris asked everyone to review the website and be sure all of the committee information, agendas, and minutes are up-to-date. This will make the work much easier.

B. Smoking Cessation Plan (Melissa Bader)

Last year, there was discussion and consensus in ISPC that a cessation plan should be implemented in light of new smoking legislation banning it from K-12 and college campuses. ASNC has recently voted in support of the college becoming a non-smoking campus. COTW voted that the college should follow the law but when the bill was vetoed, cessation plans halted. There is general agreement campus-wide that Norco should be a smoke-free campus.

Action Item:

Place the cessation plan on the agenda for the next meeting to make clear that this is the direction we are going followed by a COTW vote.

Questions/Comments:

- We will need signs, and an update to the student code of conduct.
- Suggested going through Health Services for messaging on the health benefits of quitting smoking.
- Health Services budget will need to be supplemented if the cessation plan is to come through their office.
- Suggested pursuing a grant that helps pay for signs and launch a campaign.

C. Prioritization Process Timeline (Bryan Reece)

Dr. Reece shared the budget numbers for our 17-18 allocations for new faculty and classified staff/managers:

He reminded the committee that we want to have our prioritization lists completed and to ISPC by October in order to submit the list of position requests to HR before winter break. The goal is to enter the hiring season early spring. For faculty, the top ten positions should be submitted with JDs. APC is meeting next week, part of the discussion is to revise JD's to be more equity minded, this will be rolled in to that discussion.

Questions/Comments:

- Suggested for Dr. Reece to address the issue of ordering in HR services at Chancellor's Cabinet. Dr. Reece encouraged everyone to keep good lists of when positions are submitted.

D. DSPC and DEMC Update

(Ruth Leal & Melissa Bader)

DEMC - The District yearly FTES target 30524 (includes the rollback) split 54/23/23. Norco allocation (7051) includes rollback of 879.86 from the summer. Last year, DEMC ensured specifically that the target number includes the rollback. Numbers do not account for non-resident. Overall efficiency across the three colleges is Norco: 617 RCC: 595 MVC: 540. This is accomplished through careful, meticulous scheduling on the part of the Deans and Department Chairs.

DSPC - The committee has been tasked with developing the strategic plan for the district. Currently, we are working on internal and external SWOT scans. DBAC discussed Dreamer monies that would be utilized in different funds from different sources to help Dreamers; this is a work in progress. The committee discussed the Promise Program at RCC and MVC with regard to scheduling and future funding through the BOG waiver. NC reps will be present for the discussion. ITSC discussed changes with the ERP and the reduction in deferred maintenance by about \$34K; and scheduled maintenance by approximately \$45K.

Questions/Comments:

The rollover is compounded year after year with no incentive for growth. We need to shift the dialogue to say that all students deserve the same experience. Goal two of the [2016-17 Board Goals](#) is to 'Study the relationship between the 3 colleges and establish a model to equalize services and funding'. We will continue to address the issue of equalization on behalf of our students.

The District numbers only reflect the general fund; Norco College has expanded largely on the grants written to support our programs.

E. Budget Planning Workshop Discussion

(Melissa Bader)

In the past, budget updates for the college are given after the May Revise and after the first of the year. What we would like for future updates is a more detailed presentation of the college budget. In the spirit of transparency, it would be helpful to have some activity where we talk about how the budget is allocated and where the decisions are made. Ideally, the budget can be presented with an explanation of its different allocations, the restrictions associated with each, and where we can make discretionary decisions about our resources that advance our strategic initiatives and improve teaching and learning.

Jim Reeves will commit to a more detailed presentation at a college-wide Budget Planning Presentation, please contact him with suggestions for any particulars you are interested in discussing. The presentation should also include how we compare to other institutions.

F. Strategic Plan Subcommittee

(ISPC Co-Chairs)

A group of ISPC members will be convened to begin the planning for assessing and updating our strategic plan. The meeting date is forthcoming, Peggy Campo volunteered.

G. [Survey of Effectiveness for ISPC](#)

(Greg Aycock)

The committee reviewed the results of the survey administered last spring. Dr. Aycock reminded the committee to review all of our surveys as we begin the process of updating our strategic plan.

Questions/Comments:

Is there a report out for this committee in sharing the results of the survey? It should be shared at COTW.

IV. Good of the order

Meeting adjourned: 3:01pm

Next meeting: October 18, 2017

Minutes submitted by Denise Terrazas

Institutional Effectiveness and Planning Survey

ISPC PRESENTATION

9/6/2017

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Survey Information

Sent to college on May 23, 2017

105 respondents by end of June (91 viable)

- 49 Faculty, 43 Staff, 13 Managers
- Mostly full-time employees (74%)
- Instruction had highest representation (61%), followed by SSV (33%), then Business (6%)
- About 2/3 had five or less years of employment

Survey Areas

- College Mission
- Assessment & Program Review
- Use of Data
- Human/Physical Resources
- Campus Climate
- Resource Allocation Processes

College Mission

Rated level of impact from “Strong” to “No Impact”

Strong Impact	Faculty	Staff	Managers	Total
Providing Educational Opportunities	84.1%	80.0%	91.7%	83.5%
Celebrating Diversity	72.7%	65.7%	58.3%	68.1%
Promoting Collaboration	62.8%	75.8%	91.7%	69.2%
Encouraging Inclusive, Innovative Approach to Learning	84.1%	65.7%	75.0%	75.8%
Encouraging Creative Application of Emerging Technologies	38.6%	48.6%	75.0%	47.3%
Providing Foundational Skills and Pathways	77.3%	57.1%	83.3%	70.3%

Mission & Planning

Mission Guides Institutional Planning

- Overall 97% Agreement-lowest faculty (95.3%), highest managers (100%)

Norco Achieving Mission

- Overall 97% Agreement-lowest faculty (93.1%), highest managers/staff (100%)

Confident in Direction for Future

- Overall 96% Agreement- lowest staff (91.4%), highest managers (100%)

Program Review & Assessment

Rated level of agreement with statements: Agreement Score (Percentage of Strongly Agree + Agree)

Question	Faculty	Staff	Mngrs	Total
Frequently dialogue about SLO/SAO	79%	56%	83%	74%
Used to improve	88%	68%	82%	79%
Assessment meaningful	88%	74%	100%	84%
PR processes ongoing & used to improve students learning	88%	91%	100%	91%
PR is meaningful	81%	74%	92%	80%

Use of Data

Same agreement scale as other areas

Question	Faculty	Staff	Mngrs	Total
Use ISS	71%	73%	75%	72%
Use SP Goals	81%	76%	100%	82%
Planning is based on data	81%	91%	100%	87%
SP Goals are regularly assessed and shared	95%	85%	100%	92%

Hrs/Week to Shared Governance

Hours/Week	Faculty		Staff		Management		Overall Percent	Count
0	5	11.4%	4	11.4%	0	0.0%	9.9%	9
1-2	9	20.5%	24	68.6%	3	25.0%	39.6%	36
3-5	12	27.3%	14	11.4%	3	25.0%	20.9%	19
6-8	14	31.8%	1	2.9%	2	16.7%	18.7%	17
9-11	3	6.8%	1	2.9%	1	8.3%	5.5%	5
12 or more	1	2.3%	1	2.9%	3	25.0%	5.5%	5
TOTAL	44	100.0%	35	100.0%	12	100.0%	100.0%	91

Unfair Treatment at the College

Since the beginning of the current school year, I have experienced unfair treatment at the college.

Answer Options	Faculty		Staff		Managers		Percent	Count
Never (0 times)	30	68.2%	26	74.3%	11	91.7%	73.6%	67
Seldom (1-2 times)	12	27.3%	4	11.4%	1	8.3%	18.7%	17
Often (3-4 times)	1	2.3%	3	8.6%	0	0.0%	4.4%	4
Frequently (more than 4 times)	1	2.3%	2	5.7%	0	0.0%	3.3%	3
TOTAL	44	100%	35	100%	12	100%	100%	91

Follow Up Question – 25% of the unfair treatment respondents (6.6 % of all respondents) felt it was due to diversity-related characteristics

Human Resource Ratings

Question	Faculty	Staff	Managers	Total
Familiar with policies, procedures, & pub in area	93%	97%	100%	96%
Services/classes aligned with student needs/pathways	95%	94%	100%	96%
Newly hired employees are highly qualified for jobs	95%	75%	100%	89%
Sufficient number of administrators	81%	82%	58%	78%
Sufficient number of full-time faculty	25%	61%	67%	44%
Sufficient number of staff	50%	33%	33%	41%
Provides opportunities for professional development	80%	81%	92%	82%

Campus Climate

Question	Faculty	Staff	Managers	Total
I am treated fairly	98%	91%	100%	95%
I feel safe	95%	88%	100%	97%
I feel accepted as an individual by employees	98%	97%	100%	99%
I feel accepted as an individual by students	100%	97%	100%	99%

Planning & Resource Allocation

Question	Faculty	Staff	Managers	Total
Planning & resource allocation are well integrated	82%	70%	92%	82%
Resources have been allocated effectively to support student success	80%	70%	92%	79%
Prioritization processes are effective means of ensuring that resource allocation is based on needs in program review	83%	68%	100%	80%
Needs of my area are addressed through prioritization process	81%	67%	83%	76%
Aware of processes that ranks staffing and equipment needs identified in program review	86%	78%	100%	85%
Administrators give consideration to priority lists in making resource allocation decisions	87%	71%	100%	83%

Summary

All groups think they have a strong impact on mission

Mission is moving planning in the right direction

Assessment & program review are important—meaningful?

Data use high, awareness of ISS needs to increase

About 25% have experienced unfair treatment, but 95% think they are treated fairly by the college

Campus climate scores were some of the highest

Planning and resource allocation were effective for most part, but some concern about meeting needs of area and students.