

Institutional Strategic Planning Council
September 18, 2019
CSS-217 (1:00-3:00pm)
Minutes

Members Present: Kris Anderson, Greg Aycock, Melissa Bader (Faculty Co-Chair), Quinton Bemiller, Celia Brockenbrough, Michael Collins, Leona Crawford, Monica Esparza, Monica Green (Administrative Co-Chair), David Mills, Ruth Leal (Staff Co-Chair), Sam Lee, Virgil Lee, Mark Lewis, Arezoo Marashi, Bryan Medina (ASNC Rep.), Chris Poole

Members Absent: Barbara Moore

Guests Present: Andy Aldasoro, Kevin Fleming, Marshall Fulbright, Tricia Hodawanus, Albert Jimenez, Ruth Jones, Colleen Molko, Patty Sanchez, Jody Tyler, Stan Tyler, Caitlin Welch

Call to Order: 1:06pm

Approval of Minutes:

Approval of Minutes for May 15, 2019

MSC (Anderson/Bemiller)

Corrections: none.

Approved.

3 abstentions

Approval of Minutes for September 4, 2019

MSC (Anderson/Bemiller)

Corrections: Item III.B. should read: Kris noted there is a *possible* improvement plan for review of governance process in the ISER.

Approved with correction.

5 abstentions.

I. Action Item:

A. ISPC 2019-2020 Membership

MSC (Medina/Anderson)

Reviewed membership updates to proposed ISPC Membership.

Update ASNC appointments in the fall.

Academic Senate to specify nine faculty positions.

Motion amended to table for the next meeting.

Approved.

B. Joint Resource Allocation Prioritization Process

MSC (Medina/Mills)

The committee reviewed recommended changes highlighted in the handout.

The role of ISPC is to review rubric to ensure they are strategic, confirm that process is followed, and finally acceptance of the work. The committee discussed front loading the process in spring, to prioritize in fall. Noted that the structure of the SSPC council composition has changed and should be reflected in the document. Other requested changes include 1) remove specific number of meetings, and 2) change the wording from

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develop rubric criteria, to develop and/or review. The plan is to use rubrics we currently have for fall; these should be brought to ISPC at the next meeting.

Approved.

1 abstention

C. Recommendation to establish a Rapid Resource Review Board (RRRB)

MSC Motion to table (Poole/Crawford)

Approved.

No discussion.

3 abstentions

II. Committee Reports

A. None

III. Information Items:

A. Open Dialogue Themes

Three themes emerged: values (collegiality, inclusiveness, equity, etc.), committee guidelines, and communications. The tri-chairs will begin working with these themes and bring themes back to the council in the fall.

B. District Strategic Plan

Revisions are not out yet, the latest copy was published August 20th. We expect that we will receive a copy which will be sent via Nor-all for review and brought to ISCP for a vote in October. The timeline will continue on to DSPC October 11 at a special meeting, then on to Board of Trustees in November.

C. Fall 2019 ISPC Retreat Planning - Friday, October 25, 9:00 am – 3:00 pm

Save the Date. Looking for venues near-by a calendar invitation to save the date will be sent to the committee. Harvest Festival is also scheduled for this day.

D. Resource Request Procedure

Presented in March of 2019, no action was taken, there were suggestions for changes but confusion around intent of the document. Dr. Collins clarified that this was a jumping off point produced to show the process for resource requests and the steps we take through the processing and budgeting of requests. The committee reviewed the document in its original form before the suggested changes were made.

The question was raised about how this is different than what we are currently doing. The response is that it is not, this is how the process is running through the current resources allocation sub-committees as it is described in program review. The intent of this is not to change the process but to describe it. Discussed examples of funding requests that come outside of program review and transparent budgeting reporting process to explain how these outside items are funded. Dr. Collins reminded the committee that the budget is reviewed at every BFPC meeting.

A workgroup was convened, led by Dr. Lee and Dr. Collins, to rework the document to better explain the process. (Lee, Collins, Quinton, Gray, Student Rep., Marashi)

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A progress report should be presented at the next meeting in October.

E. Grant Committee Report

Colleen reviewed the following grant proposals.

- CCC Fund for Student Success
- eSports Ecosystem position Coordinator and PT Staff have been updated to (OT) opportunity, short term. CSEA request a process for the OT opportunity.
- ATE Proposal in Support of Dual Enrollment, recommend including IR support. Including of positions need to be directly related to the program, must know what will be funded and what will not.
- Manufacturing for the Future
- Title V

Committee discussed process for grants, more information is needed to make decisions and consideration of release time for faculty. Colleen reviewed the current grant vetting process, awards, and allocations.

IV. Good of the order

Meeting adjourned: 3:03pm

Next meeting October 2, 2019

Minutes submitted by Denise Terrazas

ISPC Membership 2019-2020

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	Faculty	Staff	Admin	Student	Total
Academic Senate President	1				
6 Faculty Representatives	6				
Chair of Chairs	1				
Administrators*			5		
Faculty Rep for District Enrollment Mgmt	1				
Classified Staff Representatives		5			
ASNC Student Representative				1	
	9	5	5	1	20

*One Administrator appointed in Academic Affairs, Student Services, Business Services, Strategic Development, and one at-large administrator. The president serves as a tri-chair, non-voting member.

Faculty appointments will be made by the Academic Senate in late spring.

Staff appointments will be made by CSEA in the summer.

Management appointments will be made by the President's Exec Cabinet in the summer.

Student appointment will be made by ASNC in the summer.

ISPC members will serve a three year term. Terms will rotate to ensure stability.

Quorum is 11 voting members. Faculty and Staff professional co-chairs do not vote unless there is a tie.

Institutional Strategic Planning Council:

The ISPC is the main coordinating body for all strategic planning at Norco College. The council members should represent constituency groups across the college, facilitate communication among the representative constituency group, and make recommendations to the college president after receiving institution-wide input. The ISPC's purpose is to ensure that all phases of planning and resource allocation at the college emanate from program review, have improvement of student learning as the highest priority, and are driven by the college mission and the educational master plan.

Presented to ISPC 9/18/19

19-20 ISPC Members
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3 Year Terms

Committee Membership Composition	Name	Term Began	Term Ends	Years Served
1 Academic Senate President	Quinton Bemiller	19FAL	22SPR	0
2 Faculty Representative 1	Kris Anderson	16FAL	20SPR	3
3 Faculty Representative 2	Celia Brockenbrough	11FAL	20SPR	8
4 Faculty Representative 3	Mark Lewis	11FAL	20SPR	8
5 Faculty Representative 4	Barbara Moore	14FAL	20SPR	5
6 Faculty Representative 5	Mitzi Slonger	16FAL	20SPR	3
7 Faculty Representative 6	Jim Thomas	12FAL	20SPR	7
8 Chair of Chairs	Melissa Bader*	11FAL/Chair 14FAL	20SPR	8 Chair for 5
9 Faculty Rep for District Enrollment Management	Melissa Bader	11FAL	20SPR	8
10 Administrative Representative 1/AA	Samuel Lee	17FAL	20SPR	2
11 Administrative Representative 2/BS	Michael Collins	18FAL	21SPR	1
12 Administrative Representative 3/SS	Kaneesha Tarrant	18FAL	21SPR	1
13 Administrative Representative 4/SD	TBD	19FAL	22SPR	0
14 Administrative Representative 5	Greg Aycock	11FAL	20SPR	8
15 Classified Staff Representative 1	Leona Crawford	16FAL	20SPR	4
16 Classified Staff Representative 2	Monica Esparza	16FAL	20SPR	3
17 Classified Staff Representative 3	Ruth Leal*	12FAL/Chair 13FAL	20SPR	7 Chair for 6
18 Classified Staff Representative 4	Arezoo Marashi	19FAL	22SPR	0
19 Classified Staff Representative 5	Chris Poole	16SPR	20SPR	3
20 ASNC Student Representative	Sarah Gadalla (?)			
+1 President (tri-chair, non-voting)	Monica Green			

Joint Resource Allocation Prioritization Process

Academic Affairs Resource Allocation Process

Each fall: Establish an academic affairs prioritization sub-committee that will prioritize resource requests in instructional and administrative program reviews from academic affairs. The sub-committee will create a ranking criteria that is applicable to the resource requests submitted in academic affairs program reviews. It will send technology requests to the Technology Committee for prioritization. **Faculty positions will be prioritized by the Academic Planning Council.** The sub-committee will prioritize a list for staff and a separate list for equipment.

Membership – To be comprised of staff, faculty and administrators from within the academic affairs unit, and chaired by the Vice President, Academic Affairs. Suggested membership includes:

- 2 department chairs (including 1 CTE chair)
- 1 faculty member from Professional Development Committee
- 1 Senate representative
- 2-3 administrators
- 4 classified staff (designated by CSEA)
- Chair – VPAA

Meeting Schedule – Three meetings to be held in the fall term

Rubric Criteria – To be developed by Prioritization Sub-Committee

Student Services Resource Allocation Process

Each fall: Student Services will prioritize resource requests from the Administrative Unit Program Review into the ranking process of the all other Student Services resource requests completed by the Student Services Planning Council. The sub-committee will create a ranking criteria that is applicable to the resource requests submitted in student services program reviews. It will send technology requests to the Technology Committee for prioritization. The sub-committee will prioritize a list for staff and a separate list for equipment.

Membership: All Student Services resource requests submitted through the Student Services Program Review process and the Administration Unit Program Review process will be ranked by the Student Services Planning Council. The prioritization committee composition representing all 21 areas of student services includes:

- 2 faculty
- 7 staff

- 9 administrators
- 1 student
- Chair – VPSS

Meeting Schedule/Rubric Criteria - The ranking process will occur during regularly scheduled meetings using ranking criteria approved annually by the Student Services Planning Council.

Business Services Resource Allocation Process

Each fall: Establish a BFPC prioritization sub-committee that will prioritize resource requests of administrative program reviews from business services. The sub-committee will use a ranking criteria that is applicable to the resource requests submitted in business services program reviews. It will send technology requests to the Technology Committee for prioritization. The sub-committee will prioritize a list for staff and a separate list for equipment.

Membership – To be comprised of staff and administrators from within business services, and chaired by the Vice President, Business Services. Suggested membership includes:

- 2-3 business services administrators
- 4 classified staff (designated by CSEA)
- 2 Faculty
- Chair – VPBS

Meeting Schedule – Three meetings to be held in the fall term

Rubric Criteria – To be developed by Prioritization Sub-Committee

President’s Office and Strategic Development Resource Allocation Process

Each fall: All resource requests submitted through the President’s Office and Strategic Development Program Review process will be submitted ranked by the division and submitted to ISPC.

Membership – To be comprised of all staff and administrators from within the President’s Office and Strategic Development respectively.

Meeting Schedule – One meeting to be held in the fall term

Rubric Criteria – To be developed by the divisions.

Prioritization Lists to ISPC

Student Services Planning Council, Business & Facilities Planning Council, Academic Affairs Prioritization Subcommittee, Academic Planning Council, President's Office, Strategic Development, and the Technology Committee will submit their prioritized lists to ISPC for approval. ISPC will vote to accept the lists as submitted by the respective council/committee/division. Once approved, the lists will be forwarded to the President for funding determination.

Rubric Criteria – Annually ISPC will review the rubric provided by each council/committee in the spring to ensure alignment with the Educational Master Plan and Strategic Plan.

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NORCO COLLEGE

GRANTS APPROVAL PROCESS

2019

Preamble

Now that Norco College has established a Strategic Development Unit with its own Grants Development Office, the current process of taking grant application requests through both the Grants Committee and the Institutional Strategic Planning Council is no longer meeting the needs of the College. In order to secure approvals within the timeframe necessary for the College to develop well-written, competitive grant proposals, this new Grants Approval Process is being proposed.

Rapid Resource Review Board

Given the number of grant applications we are submitting and the increasingly short deadlines given by funding agencies, the process of going through the Grants Committee and subsequently, the Institutional Strategic Planning Council for approval is not meeting the needs of the College. This new process establishes a Rapid Resource Review Board (RRRB) to address all grant request approvals, much in the same way that an Institutional Research Board addresses the needs of research projects. Since grant applications must include the staff that will be hired and/or assigned to the grant, RRRB approval will also give the individual managing the grant authority to hire new positions or reassign staff as specified in the grant application.

RRRB membership will be comprised of all individuals who are currently voting members of the Grants Committee. Other individuals who are interested in serving on the RRRB will be given consideration, but in no case will the membership exceed 15 individuals. RRRB members will be eligible to vote on every item that is sent to the RRRB, however, there will not be an obligation to do so as there will be times when individuals will not be on duty, such as faculty outside of a primary term. In order to accommodate these individuals and provide them flexibility, quorum will be defined as all members voting on an item within the given review timeframe (not the total of individuals eligible to vote). Items that receive half plus one of quorum as defined above and on which a minimum of five members have voted will be considered approved. In instances where voting results in a tie, the College President will cast the tie-breaking vote. In order to ensure that all grant requests receive due consideration, any member who does not cast a single vote over a four month period will no longer serve as a member of the RRRB.

Turnaround times may vary, dependent upon the proximity of grant submission deadline, but a minimum of five business days will be given. A system will be established to support a virtual review and voting process. This will accommodate members whose schedules make it difficult to participate in face-to-face meetings or to complete the review process during specified hours. Grant information will be provided on a template that will, at a minimum, address 1) alignment with Norco College's strategic plan, 2) staff that will be included in the grant, 3) space considerations, 4) match requirements (which may or may not involve general fund) and 5) commitments that will be made in regard to institutionalization of personnel. In order to provide an approval process that accommodates the unique work of applying for private foundation grants, the RRRB will also review and vote on concept approval requests. These requests are distinctly different in that much will not be known about them at the time approval is requested, however, this will enable the college to move forward and not lose an opportunity if a funding offer is made and/or the College is invited to submit a full application. In such cases, additional information will be provided to the RRRB as it becomes available. Likewise, a

representative of the RRRB will provide periodic reports to the Institutional Strategic Planning Council, to inform them of the ongoing work of the RRRB. RRRB may schedule face-to-face meetings, as the membership deems necessary or helpful to its work.

Alternate Approval Process

Although the establishment of a RRRB should address the vast majority of grant application requests, there are sure to be rare instances where funding opportunities arise with such imminent deadlines that the new grants approval process will not accommodate them. In such instances, the Strategic Development Office will seek Presidential approval. Approvals of this type will be kept to an absolute minimum and when they are given, the President will send a communication to the RRRB to inform them of the particulars of the funding opportunity and his decision.

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NORCO COLLEGE

Resource Request Procedure (RRP) - FY 2019/20

A Resource Request is a request for human or physical resources or a request for a budget augmentation (ongoing or one-time). Resource Requests should not include faculty positions nor currently budgeted on-going operational needs (e.g., annual instructional supplies).

Program Review at Norco College is on a three-year cycle, with all units undertaking comprehensive Program Review in 2017. Each subsequent year, annual goals are updated as needed, and college units submit Resource Requests related to program goals, in alignment with the College mission, strategic plan, budget priorities and intended outcomes. This planning starts in March of every year to ensure appropriate connection and timing related to college budget processes and institutional planning needs.

1. College Budget priorities for FY 2019/20 are discussed and determined by BFPC *(February 2019)*
2. The Resource Request process is initiated in program review by area managers. *(March 2019)*
Requests include items identified and justified in program review:
 - a. Items not funded in the previous year (these are rolled over if not funded)
 - b. New items that were not listed in program review but are needed now to achieve outcomes.
 - c. Items considered outside of normal operating needs (e.g., new furniture, software, instructional supplies, instructional equipment, facilities needs and non-faculty personnel).
3. Area managers work with faculty and staff to prioritize Resource Requests each year. *(Due May 15, 2019)*.
 - Full-time faculty requests follow the Academic Planning Council process.
 - The requests need to be prioritized by the program areas, including direct ties to college mission, strategic plan, budget priorities and intended outcomes.
 - Area managers identify top priorities for their areas.
4. Area vice presidents reviews prioritized list with respective departments/divisions and communicate the availability of possible funding. Some requests might be funded by grants or categorical funds. *(August 30 2019)*
5. Area vice presidents present prioritized Resource Request for their entire area to the appropriate planning council (BFPC, SSPC, and AAPC) for discussion. *(September, 2019)*
6. Area Vice Presidents present Planning Council funding priorities to President's Cabinet for analysis in accordance with strategic plan. *(September, 2019)*
7. Business Services begins allocation of funds for prioritized items based on funding availability, provides GL accounts for funded items and provides rationale for unfunded items. *(October-November, 2019)*

Rationale for Unfunded Items:

1. Request not related to College Mission
2. Request not related to Strategic Plan
3. Request does not meet budget priorities
4. Request not related to intended outcomes
5. Funding not available/Insufficient funding
6. Low priority request
7. Not enough information provided.

8. Area leaders work with faculty and staff to process purchases of funded Resource Requests. *(November 2019-April 2020)*
9. *Area leaders ensure the measurement of the intended outcome related to the resource allocation request is undertaken. Results are documented in program review every three years. (When, In July after the fiscal year ends or February before a new program review cycle begins?)*
10. Annual institution wide evaluation of effectiveness of the Resource Request Procedures (RRP) takes place, results are analyzed to enable continuous improvement. *(November 2019)*
11. Area VP reviews unfunded Resource Requests for FY 19/20 and funds additional requests according to priority previously established. (If additional funding exist). *(February 2020)*

NORCO COLLEGE GRANTS COMMITTEE

GRANT PROPOSAL SUBMITTAL FORM

GRANT PROPOSAL DETAILS	
Name of Proposal Initiator	Mark DeAsis
Email Address	Mark.DeAsis@NorcoCollege.Edu
Phone Number	951—372-7014
Department	Admissions & Records in Collaboration with JFK Middle College HS
Name of proposal	Fund for Student Success (2019-20 RENEWAL)
Please provide a brief description or an abstract of this proposal.	The grant provides an opportunity to strengthen the existing partnership between Norco College and JFK Middle College High School by continuing efforts to support on-site counseling and follow-up services, community outreach, and enrollment. Through collaboration, the grant will provide academic advising opportunities in an effort to increase completion of degrees and certificates. Data on success, enrollment, completion rates, and interventions will be tracked regularly.
Funding Agency	California Community College Chancellor's Office-Academic Affairs
Amount to be Requested (annually)	\$100,000 (year 1), \$100,000 (year 2), \$100,000 (year 3)
Grant duration (years)	1 year (2017-2018), 2 nd year (2018-2019), 3 rd year (2019-2020)
Grant start and end dates	July 1, 2017- June 30, 2020
Grant due date	Renewal Due Date June 3, 2019
List grant objective(s)	<ol style="list-style-type: none"> 1. Establishment of a Middle College High School program on a community college campus 2. Demonstrate effectiveness in recruiting at-risk students into the MCHS Program 3. Collaboration between high school district and community college district for the development of outreach and support services 4. Develop enrollment practices that would support completion of high school diploma and courses applicable towards a degree, certificate or transfer. 5. Enhance students' college career options
List grant activities and/or requirements by the funding agency (i.e. services to be provided, curriculum development, activities, etc.)	<ol style="list-style-type: none"> 1. Counseling through formulation of student education plans and follow up 2. Outreach and recruitment of at-risk students 3. Application, registration, and orientation workshops
List titles of personnel that will be needed if the grant is funded. Please note if positions are existing or new.	<ol style="list-style-type: none"> 1. Mark DeAsis, Project Director (25% time and effort, in-kind by RCCD) 2. Maureen Sinclair, Director of Dual Enrollment (100% time and effort, in-kind by RCCD) 3. Lisa Martin, Counselor (25% time and effort, in-kind by SSSP) 4. Enrollment Services Assistant (48.5% grant funds) 5. Daniel Landin, Educational Advisor, (100% time and effort, grant funded) 6. Institutional Research (48.5% grant funds)
List office space needs and/or use of campus facilities necessary for implementation of this grant	No additional Space needed
List NC Strategic Initiatives that this proposal addresses:	Strategic Plan and Process Goal 4: Create Effective Community Partnerships Objective 5: Continue the success of John F. Kennedy Middle College High school Partnership
Which group(s) will benefit from this grant and how? (high school students, college students, faculty, staff, other)	This grant primarily benefits JFK Middle College High School Students. Students will receive dedicated advisement and support to improve course completion and success.
Does this grant require partners? If yes, please provide details.	This grant is in collaboration with JFK Middle College High School.

NORCO COLLEGE GRANTS COMMITTEE

GRANT PROPOSAL SUBMITTAL FORM

Does the grant have a dollar match requirement? If yes, please provide details.	Yes, a 50/50 match is required. This requirement is being met with in-kind contributions from Norco College and JFK Middle College High School and does not require additional funding from the college.
It is necessary to obtain approval from any academic/student services department for the implementation of proposed activities? If yes, have these approvals been obtained?	Not applicable.
What are the short-term and/or long-term requirements/obligations for the college if this proposal is funded?	There are no long-term obligations. The only obligation is the 50/50 match for the duration of the grant period(s).
Who will prepare the proposal on behalf of the college?	Maureen Sinclair
Is it necessary to hire grant consultants to prepare the proposal? If yes, provide a cost estimate.	Not Applicable
Will it be necessary to reassign existing faculty/staff to implement this grant? If yes, have you obtained the necessary approvals?	Not Applicable.
REVIEW AND APPROVAL BY STRATEGIC PLANNING COMMITTEES	
Grants Committee Review Date	Committee Recommendation
Review Date: _____	
Approvals:	Co-Chair: _____ Co-Chair: _____
ISPC Review Date	Committee Recommendation
Review Date: _____	
Approvals:	Co-Chair _____ Co-Chair _____ Co-Chair _____

NORCO COLLEGE GRANTS COMMITTEE

GRANT PROPOSAL INFORMATION FORM

GRANT PROPOSAL INFORMATION	
Proposal Initiator	Dr. Kevin Fleming
Email Address	Kevin.fleming@norcocollege.edu
Phone Number	951-739-7880
Department	Strategic Development
Proposal Name/ Title	eSports Ecosystem
Please provide a brief description or an abstract of this proposal.	Funding support for the contextualization of curriculum (for eSports) and the expansion of Norco College's eSports initiative. The initiative is intended to create a 2+2+2 pipeline for STEM/engineering by increasing interest and retention in STEM/engineering programs.
Funding Agency/ Source	Samueli Foundation
Annual Funding	N/A
Total Funding	\$100,000+
Grant Duration (start and end dates)	TBD – We will request two years
Proposal Due Date	June 7, 2019
List grant Objectives	<ol style="list-style-type: none"> 1) Contextualization of curriculum (for eSports) 2) Expansion of Norco College's eSports initiative
List grant activities and/or requirements by the funding agency (i.e. services to be provided, curriculum development, activities, etc.)	<ol style="list-style-type: none"> 1) Program/event coordination for eSports 2) Establishment of and support for eSports team 3) High school outreach 4) Professional development for students and staff 5) Infrastructure feasibility study
What are the short-term, and/or long-term requirements/obligations for the college if this proposal is funded?	Short term: Hiring of new part-time eSports Coordinator (classified position). Long term is the adoption of contextualized curriculum.
List titles of personnel needed to implement the grant and note if the positions are new or existing.	eSports Coordinator (new position) and Dean of Student Life to provide leadership.
Will it be necessary to reassign existing faculty/staff to implement this grant? If yes, have you obtained approvals?	No.
Describe how many workstations, office space, and/or facilities will be needed to implement this grant?	One new workstation in Student Life.
List college and/or district strategic Initiatives that this proposal addresses.	EMP goals: 2 - Implement Guided Pathways framework

NORCO COLLEGE GRANTS COMMITTEE

GRANT PROPOSAL INFORMATION FORM

	8 – Become the regional college of choice by offering a comprehensive range of programs that prepare students for the future and meet employer workforce needs
Who will benefit from this grant if funded and how? (College students, faculty, staff, administrators, high school students, other)	Norco College students (including Dual Enrollment students)
Does this grant require community or industry partners? If yes, list partner(s).	Yes, UC Irvine, Riverside County Office of Education, North American Scholastic eSports Federation.
Is there a dollar match requirement? If yes, provide details.	No.
Is it necessary to seek approval from academic/student services departments to implement the proposed activities? If yes, have you obtained the necessary approvals?	Yes, yes.
What information is needed from Institutional Research and Effectiveness to complete the proposal?	N/A
If approved, who will develop the proposal?	Dr. Kevin Fleming, Colleen Molko, Dr. Lee, Dr. Hartley, Ana Molina, Roshan Uma (student, eSports club president).
Will it be necessary to hire grant consultants to prepare this proposal? If yes, provide a cost estimate.	No.
COMMITTEE APPROVAL	
<i>Date:</i>	
<i>Approvals:</i>	Co-Chair: Co-Chair:
ISPC APPROVAL	
<i>Date:</i>	
<i>Approvals:</i>	Tri-Chair: Tri-Chair:

NORCO COLLEGE GRANTS COMMITTEE

GRANT PROPOSAL INFORMATION FORM

	Tri-Chair:
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NORCO COLLEGE GRANTS COMMITTEE

GRANT PROPOSAL INFORMATION FORM

GRANT PROPOSAL INFORMATION	
Proposal Initiator	Dr. Maureen Sinclair
Email Address	Maureen.sinclair@norcocollege.edu
Phone Number	738-7746
Department	Student Services
Proposal Name/ Title	Dual Enrollment in STEM
Please provide a brief description or an abstract of this proposal.	A resubmission, this proposal would support our current dual enrollment efforts by emphasizing STEM offerings.
Funding Agency/ Source	National Science Foundation
Annual Funding	\$200,000
Total Funding	\$600,000
Grant Duration (start and end dates)	October 1, 2020 – September 30, 2023
Proposal Due Date	October 3, 2019
List grant Objectives	<ol style="list-style-type: none"> 1) Utilize Norco College’s established non-STEM dual enrollment model to establish a dual enrollment in STEM program 2) Disseminate Norco College’s successful Dual Enrollment in STEM model
List grant activities and/or requirements by the funding agency (i.e. services to be provided, curriculum development, activities, etc.)	<ol style="list-style-type: none"> 1.1 Secure all necessary approvals for College and Career Access Pathways (CCAP) agreements that govern the structure and procedures for all dual enrollment programs in California 1.2 Work with faculty and administrators at Norco College and each respective high school site to identify most viable STEM pathway programs and course offerings 1.3 Develop a strategic implementation plan with timelines for the project 1.4 Implement the strategic project plan and target student recruitment activities to correspond with plan targets and to emphasize underrepresented populations 1.5 Provide students in the project with guidance and support services to ensure retention and completion of both certificate and associate degree attainment in each student’s respective STEM pathway 2.1 Identify conferences and events attended by community and technical colleges 2.2 Make presentations at targeted conferences and events to share the program model and successful implementation strategies

NORCO COLLEGE GRANTS COMMITTEE

GRANT PROPOSAL INFORMATION FORM

	2.3 Provide sample CCAP agreements, outreach materials and other project deliverables
What are the short-term, and/or long-term requirements/obligations for the college if this proposal is funded?	Implementation of the proposal activities as proposed and maintaining STEM offerings in our dual enrollment program after the grant ends.
List titles of personnel needed to implement the grant and note if the positions are new or existing.	The budget has not been finalized, but it is anticipated that the following items will be included: Faculty time for sections that are low enrolled, PI @ 25%, Outreach Passport to College Coordinator @ 50%.
Will it be necessary to reassign existing faculty/staff to implement this grant? If yes, have you obtained approvals?	Dr. Sinclair and her staff are already doing this work.
Describe how many workstations, office space, and/or facilities will be needed to implement this grant?	May require one workstation that was previously utilized by CCPT staff that resigned.
List college and/or district strategic Initiatives that this proposal addresses.	This project supports our Dual Enrollment initiative.
Who will benefit from this grant if funded and how? (College students, faculty, staff, administrators, high school students, other)	High school students in our service area would benefit greatly by being able to take college courses in the STEM areas at their respective local high schools. Norco College will benefit through the development of a pipeline into our STEM programs, increased enrollment in STEM courses and the resulting increase in FTE funding that would result.
Does this grant require community or industry partners? If yes, list partner(s).	Yes, the grant would require partnerships with the participating high schools.
Is there a dollar match requirement? If yes, provide details.	There is no match requirement in this grant.
Is it necessary to seek approval from academic/student services departments to implement the proposed activities? If yes, have you obtained the necessary approvals?	Drs. Green, Sinclair and Parks are all in support of this proposal.
What information is needed from Institutional Research and Effectiveness to complete the proposal?	It is not anticipated that data from IR&E will be needed.

NORCO COLLEGE GRANTS COMMITTEE

GRANT PROPOSAL INFORMATION FORM

If approved, who will develop the proposal?	The District Grants Office along with Dr. Sinclair and Colleen Molko.
Will it be necessary to hire grant consultants to prepare this proposal? If yes, provide a cost estimate.	No consultants will be utilized.
COMMITTEE APPROVAL	
<i>Date:</i>	
<i>Approvals:</i>	Co-Chair: Co-Chair:
ISPC APPROVAL	
<i>Date:</i>	
<i>Approvals:</i>	Tri-Chair: Tri-Chair: Tri-Chair:

NORCO COLLEGE GRANTS COMMITTEE

GRANT PROPOSAL INFORMATION FORM

GRANT PROPOSAL INFORMATION	
Proposal Initiator	Colleen Molko
Email Address	Colleen.molko@norcocollege.edu
Phone Number	739-7808
Department	Strategic Development
Proposal Name/ Title	Partner to University of Louisville in their Manufacturing for the Future National Center application
Please provide a brief description or an abstract of this proposal.	Support implementation of the project by connecting U of L with National Center for Supply Chain Automation education and industry contacts, convening a regional workshop to identify emerging manufacturing trends and sharing information gleaned from all workshops with partners and through contributing and reviewing curriculum and instructional materials.
Funding Agency/ Source	National Science Foundation
Annual Funding	varies
Total Funding	\$1,495,963
Grant Duration (start and end dates)	10/1/20 – 9/30/25
Proposal Due Date	10/3/19
List grant Objectives	Pertains to lead applicant, U of L
List grant activities and/or requirements by the funding agency (i.e. services to be provided, curriculum development, activities, etc.)	Support implementation of the project by connecting U of L with National Center for Supply Chain Automation education and industry contacts, convening a regional workshop to identify emerging manufacturing trends and sharing information gleaned from all workshops with partners and through contributing and reviewing curriculum and instructional materials.
What are the short-term, and/or long-term requirements/obligations for the college if this proposal is funded?	Only to provide support to U of L in implementation as described above.
List titles of personnel needed to implement the grant and note if the positions are new or existing.	SCA Principal Investigator (existing)
Will it be necessary to reassign existing faculty/staff to implement this grant? If yes, have you obtained approvals?	Yes, SCA PI would be assigned to this project at 20%
Describe how many workstations, office space, and/or facilities will be needed to implement this grant?	No new workstations

NORCO COLLEGE GRANTS COMMITTEE

GRANT PROPOSAL INFORMATION FORM

List college and/or district strategic Initiatives that this proposal addresses.	Goal 6: (Workforce and Economic Development) Reduce working poverty and the skills gap Goal 7: (Community Development) Host initiatives that impact regional development
Who will benefit from this grant if funded and how? (College students, faculty, staff, administrators, high school students, other)	Potential supply chain technicians across the U.S. who will, as a result of this work, secure a living wage job.
Does this grant require community or industry partners? If yes, list partner(s).	Yes, existing SCA partners.
Is there a dollar match requirement? If yes, provide details.	No match
Is it necessary to seek approval from academic/student services departments to implement the proposed activities? If yes, have you obtained the necessary approvals?	N/A – this is not a college-based project
What information is needed from Institutional Research and Effectiveness to complete the proposal?	None
If approved, who will develop the proposal?	University of Louisville, SCA has contributed its respective content
Will it be necessary to hire grant consultants to prepare this proposal? If yes, provide a cost estimate.	No
COMMITTEE APPROVAL	
<i>Date:</i>	
<i>Approvals:</i>	Co-Chair: Co-Chair:
ISPC APPROVAL	
<i>Date:</i>	
<i>Approvals:</i>	Tri-Chair: Tri-Chair: Tri-Chair:

NORCO COLLEGE GRANTS COMMITTEE

GRANT PROPOSAL INFORMATION FORM

GRANT PROPOSAL INFORMATION	
Proposal Initiator	Dr. Kaneesha Tarrant, Dr. Tenisha James, Colleen Molko
Email Address	various
Phone Number	various
Department	Student Services, Strategic Development
Proposal Name/ Title	Project PACES: Pathways to Access, Completion, Equity and Success
Please provide a brief description or an abstract of this proposal.	<p>Project PACES will:</p> <ol style="list-style-type: none"> 1) Increase Hispanic and low-income retention and graduation by implementing Guided Pathways that includes the establishment of meta-majors, restructured student success teams, and clear pathways to careers and further education. 2) Increase Hispanic and low-income enrollment and access through college-wide coordination of equity-related programs; and 3) Implement professional development around Guided Pathways and an Equity framework to foster a culture of ongoing improvement.
Funding Agency/ Source	U.S. Department of Education
Annual Funding	varies
Total Funding	\$2,754,383
Grant Duration (start and end dates)	10/1/19 – 9/30/24
Proposal Due Date	7/15/19
List grant Objectives	See attachment at end of document
List grant activities and/or requirements by the funding agency (i.e. services to be provided, curriculum development, activities, etc.)	<ol style="list-style-type: none"> 1) Implement a Guided Pathways model with intuitive onboarding and strong student support services to improve persistence, completion and transfer rates for Latinx and low-income students 2) Improve college-wide coordination of equity-related programs to increase enrollment and access to educational opportunities for Latinx and other underrepresented students 3) Implement professional development around Guided Pathways and an Equity framework to foster a culture of ongoing improvement.
What are the short-term, and/or long-term requirements/obligations for the college if this proposal is funded?	Sustain the institutional change that is achieved through implementation of the grant; assign the Dean of Student Services to implement activity 1 @ 33% of her time (Guided Pathways implementation); assign the Dean of Grants and Student Equity to implement activity 3 (Guided Pathways Professional

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	Development) @ 25%; and institutionalize the new Educational Advisor beginning in year 4 (25%), increasing to 50% in year 5, and 100% after the grant ends.
List titles of personnel needed to implement the grant and note if the positions are new or existing.	Dean of Student Services @ 33% Dean of Grants and Student Equity @ 25% Activities Coordinator @ 100% (new, grant funded) Ed Advisor @ 100% in years 1-3, 75% in year 4 and 50% in year 5 (new, grant funded) Marketing and Media Technician @ 25% years 1-5 Faculty time for activities that include: completing program maps/pathway trailheads, hosting engagement centers, populating college-specific information into EduNav, participating in professional development (including equity based pedagogy training and training on implementing the four Guided Pathways pillars), conducting customized research on careers, assessing pedagogical approaches via evaluating disaggregated data, and other necessary program-related activities Grants Admin Specialist @ 50% (new, grant funded)
Will it be necessary to reassign existing faculty/staff to implement this grant? If yes, have you obtained approvals?	Yes, as indicated above
Describe how many workstations, office space, and/or facilities will be needed to implement this grant?	Three new workstations
List college and/or district strategic Initiatives that this proposal addresses.	Goal 2: (Success) Implement Guided Pathways framework Goal 3: (Equity) Close all student equity gaps Goal 4: (Professional Development) Implement Professional Development around Guided Pathways and equity framework; foster a culture of ongoing improvement Goal 13: (Resources) Develop innovative and diversified resources to build and sustain a comprehensive college and achieve our visionary goals
Who will benefit from this grant if funded and how? (College students, faculty, staff, administrators, high school students, other)	Norco College students, faculty, staff and administrators

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Does this grant require community or industry partners? If yes, list partner(s).	No
Is there a dollar match requirement? If yes, provide details.	No match
Is it necessary to seek approval from academic/student services departments to implement the proposed activities? If yes, have you obtained the necessary approvals?	Yes. Student Services has approved all activities.
What information is needed from Institutional Research and Effectiveness to complete the proposal?	N/A
If approved, who will develop the proposal?	Grant writing consultants, Drs. Tarrant and James, Colleen Molko
Will it be necessary to hire grant consultants to prepare this proposal? If yes, provide a cost estimate.	Strategic Development utilized reinvestment \$18,000 in funding to pay grant writing consultants

COMMITTEE APPROVAL

<i>Date:</i>	
<i>Approvals:</i>	Co-Chair: Co-Chair:

ISPC APPROVAL

<i>Date:</i>	
<i>Approvals:</i>	Tri-Chair: Tri-Chair: Tri-Chair:

Overview of Activity Goals, Strategies and Objectives		
<i>Activity 1</i>	<i>Strategies</i>	<i>Guided Pathways</i>
<p>Activity Goal: Implement a Guided Pathways model with intuitive onboarding and strong student support services to improve persistence, completion and transfer rates for Latinx and low-income students</p>	<p>Strategy 1: Guided Academic Pathways; Meta-Majors; Degree, Transfer, and Career Maps; Predictable Course Scheduling; Website Development Strategy 2: Student Success Teams</p>	<p>Objective 3 – Credits to Degree: By 2024, there will be a 10% decrease in average credits taken to degree completion from 88 in 2018 to 79 in 2024. Objective 6- Associate Completion: By 2024, there will be a 12% increase in the annual number of Hispanic students earning an associate degree or certificate from 535 in 2018 to 600 in 2024. Objective 7 – Graduation Rates: By 2024, there will be an 85% increase in the four-year graduation rates of Hispanic students from 13.1% in 2018 to 24.3% in 2024. Objective 9 - Transfer: By 2024, there will be a 165% increase in the four-year transfer rate of Hispanic students from 8.6% in 2018 to 22.8% in 2024. Objective 10 – Articulation Agreements: By 2024, 10 articulation agreements will be created, revised and implemented with local four-year institutions, especially HSIs. (Estimate)</p>
<i>Activity 2</i>	<i>Strategies</i>	<i>Equity and Access</i>
<p>Activity Goal: Improve college-wide coordination of equity-related programs to increase enrollment and access to educational opportunities for Latinx and other underrepresented students</p>	<p>Strategy 3: Transform the onboarding experience; improve the transition to the CC environment, and decrease timeline for OAC Completion: Orientation, Assessment, & Counseling Strategy 4: Campus Wide Coordination of Equity-Related Programs; Increasing enrollment of Hispanic, low-income, and other disproportionately impacted (DI) groups. Strategy 5: Creating a Culture of Financial Literacy/Competence</p>	<p>Objective 1- Expand College Access: By 2024, there will be a 35% increase in FTE enrollment from 7,300 in 2018 to 9,900 FTE students in 2024. Objective 2 – Recruitment: By 2024, there will be a 61% increase in number of FTFT enrolled students from 508 in 2018 to 818 in 2024. . Objective 4 – Financial Literacy: By 2024, there will be a 11% increase in percent of students receiving financial aid from 73% in 2018 to 81% in 2024. Objective 5 - Persistence: By 2024, there will be a 5% increase in the first- to second-year persistence rate of Hispanic students from 68.4% in 2018 to 73.4% in 2024.</p>
<i>Activity 3</i>	<i>Strategies</i>	<i>Professional Development</i>
<p>Activity Goal: Implement professional development around Guided Pathways and an Equity framework to foster a culture of ongoing improvement.</p>	<p>Strategy 6: Professional Development Coordinator Strategy 7: Disaggregated Data and Training Strategy 8: Culturally Responsive Assessment Practices Strategy 9: Equity-based Pedagogy Training and Support for All Faculty Strategy 10: Professional Development-Four Pillars of Guided Pathways Strategy 11: Faculty Transfer Academy: Developing Instructional Faculty into Transfer Agents</p>	<p>Objective 8 - Professional Development: By 2024, 150 faculty will be trained in equitable advisement approaches and teaching practices to address the needs of Hispanic and low-income students over the 2018 baseline of 0 faculty.</p>