

Institutional Strategic Planning Council
February 19, 2020
CSS-217 (1:00 - 3:00 pm)
Minutes

Members Present: Kris Anderson, Greg Aycock, Melissa Bader (Faculty Co-Chair), Rex Beck, Quinton Bemiller, Michael Collins, Leona Crawford, Monica Esparza, Monica Green (Administrative Co-Chair), Vivian Harris, Ruth Leal (Classified Professional Co-Chair), Sam Lee, Virgil Lee, Arezoo Marashi, Thalia Moore (ASNC Representative), Andy Robles

Members Absent: Dominique Hitchcock, Chris Poole, Sigrid Williams

Guests Present: Kevin Fleming, Marshall Fulbright, Gail Zwart

Call to Order: 1:10 pm

Motion to move Item III. A to the top of the agenda.
MSC (Robles/Harris) Approved.

Approval of Minutes:

Approval of Minutes for December 4, 2019

MSC (Bemiller/Aycock)

Corrections: Ruth Leal amended to reflect lists provided digitally and hard copy from item I.C. fifth paragraph.

Approved. 4 Abstentions

Tri-Chair Report

None.

I. Action Item:

MSC (Bemiller/Robles)

Motion amended to approve provided that NC-ALL is maintained. Approved.

A. List-Serve Proposal (2nd read)

Kevin Fleming shared a revised proposal edited today to correct a typo. Pilot for district-wide implementation. Feedback have been incorporated from Feb. 10.

Comments/Questions

- Where did this concept originate from? Professional Development Committee recommendation last spring.
- The District is also working on a more organized solution at the same time
- Amendment 4D – asked NC-STAFF-DL to be changed to NC-CLASSIFIEDPRO-DL. Kevin made notes of the request however constituency names may not be a college choice.
- Suggestion to shorten Norco College to NC
- Names will be pre-populated to all appropriate lists

- Concern about removing a layer of communication and the ability to opt-out
 - Can send to all constituent groups
 - Brown Act questions raised
- Discussion on the merits of giving everyone the option to opt out/in

Kevin Fleming will update the council as to the implementation timeline. Updates to the proposal discussed at this meeting will be sent to the co-chairs for the minutes.

Approved.

II. Committee Reports

A. None

III. Discussion Item:

A. Accreditation Team Preparation (Sam Lee/Kris Anderson)

Kris referred council members to the ISER and the Quick Facts to Accreditation 2020 document. The documents prepared by the accreditation team are good resources to use in preparation for the visit. The accreditation co-chairs shared information on all of the resources available on the [website](#), and facts about the ISER. The discussion was opened to the panel for introductions and questions. Panelist include: Greg Aycock, Gail Zwart, Kevin Fleming, and Kaneesha Tarrant. Each panelist shared their experiences serving on a team under the new ACCJC procedures.

Questions for the panel and comments from panelists:

- Student Expectations
- Expectations for ISPC – recommend reading the quick reference guide.
- Data, how does it guide decision making, and how we are using the data to help improve student learning, and move the institution forward
- How do we verify the integrity of the information we share? What is the process?
- Yearly report out on the SP Goals.
- Within the four main standards there are 128 standards. What are the key themes that we see rising out?
 - Mission
 - Evaluation – how are we regularly evaluating our services, procedures (i.e. surveys, program review, student satisfaction survey data), and improvement based on evaluations
 - Integrated Planning – how does program review begin and end in resource allocation? How does it impact student learning? And do we know if it did in fact impact student learning?
 - Assessment – how are we doing and how are we using assessment findings to make changes
- DE – substantial contact with students
- Resource allocation and grants allocation
- Process alignment and the continuous process improvement loop

- Is there something this process showed us that we needed to work on or things we do well?
 - Assessment Improvement
 - Assessment of SLOs has improved tremendously through college efforts
 - Also, and District has purchased managed services for Nuventive Improve
 - Resources prioritization/Program review
 - Districtwide participation to revise Curriculum Handbook and District-led revision of DE materials
 - EMP and work begun to clarify and document governance process
 - Mission revision
 - Integrated District support and better collaboration between colleges
 - Revised BAM
 - Guided Pathways

IV. **Information Items**

A. Educational Master Plan Next Steps

Monica Green provided the update. As we move into the spring semester we will be focusing on three key areas. The first is the KPIs, Greg is working on the baseline data for the 5 goals related to student transformation and their corresponding KPIs, and these will be shared at ISPC March 4. There is gap in tying program review goals to the new strategic planning goals and objectives, this is the second phase of the EMP. The third area is mapping out the SP goals and objectives to the work of our committees and operational groups.

B. ISPC Workday Debrief

It was a productive workday in contributing to the development of the strategic plan.

Melissa Bader conducted an exercise to walk through the resource allocation process. The council reviewed the Strategic Planning structure and made some changes to it. Monica shared a visual of the document, information flow from groups and vice versa, will add this and the document laying out the rationale and for revising our structure will be added to the minutes for today's meeting and shared with Academic Senate for their next meeting.

The next step in the process is to continue the conversation.

Ruth Leal shared with the council that although classified professionals were unable to attend the workday session they are working to provide feedback on the strategic planning structure.

Discussion on Standing Committees of the Academic Senate and their reporting structure. Further discussion will take place at Academic Senate.

C. Technology Plan 2019-2025

Michael Collins and the Technology Committee will collaborate on finalizing the Technology Plan at a future date to be determined.

V. Good of the order

- The question was raised about the process for adding items to the ISPC agenda.
 - The process for agenda items is to email the chairs by end of business day on the Wednesday before the ISPC meeting.

Meeting adjourned: 3:03 pm

Next meeting: March 4, 2020

Minutes submitted by Denise Terrazas

Norco College List Serves Proposal

February 2020

GUIDING PRINCIPLES

Due to “email fatigue” expressed by faculty, too much digital noise, and the flooding of our Inboxes with too many real/perceived irrelevant messages thus drowning our important emails, a restructure of our email lists will serve as our guiding principles and shall:

1. Give employees power and control over which emails they receive
2. Permit flexibility in changing email list serve subscriptions on demand
3. Reduce the number of received emails (if one chooses to do so)
4. Ensure access of relevant information

EMP ALIGNMENT

Goal 9, Objective 9.2: Develop systems and provide resources to preserve and foster a positive workplace culture for all constituent groups including full-time faculty, part-time faculty, classified professionals, student workers, and managers.

Goal 11: Implement professional, intuitive, and technology-enhanced systems

PROPOSAL

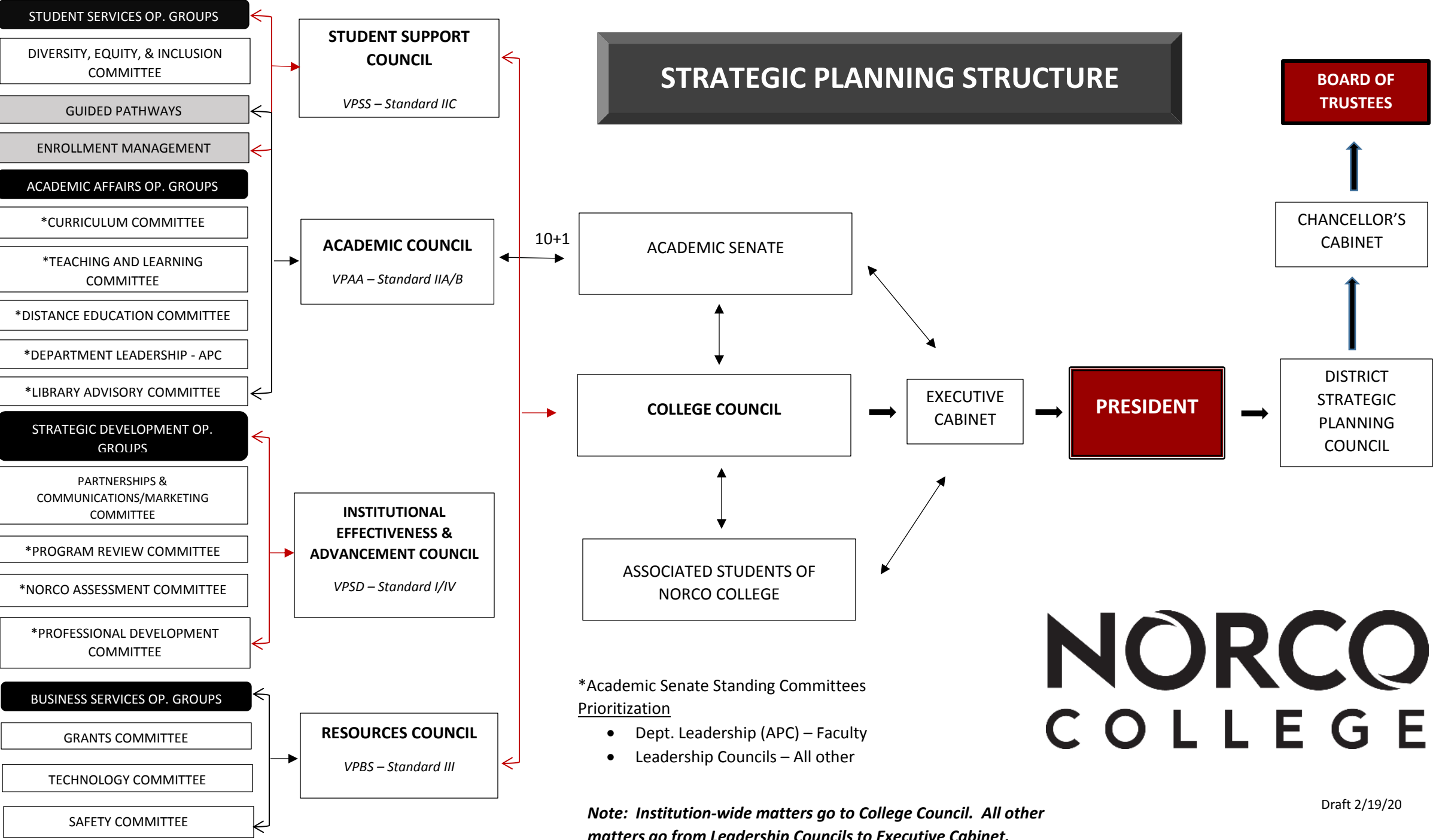
1. Naming Convention: Rename all list serves to a uniformed naming convention (NC instead of NOR) in alignment with MVC and RCC. “@lists.rccd.edu” list serve to begin with NC- and end with –DL (distribution list)
2. Employees from existing list serves will be pre-populated to the new list serves upon launch (including NC-DISCUSS-DL). Employees shall have the flexibility to opt-in/out list serves at any time with the exception of constituency list serves (i.e. those listed in #6 below) and NC-PRES-DL.
3. An informational email shall be sent out to all employees explaining the list serves and the opt-in/out process at the beginning of each primary term. Email organizational tips and strategies shall be included.
4. Keep/maintain/rename list serves by constituency group:
 - a. NC-FT-FACULTY-DL@lists.rccd.edu
 - b. NC-PT-FACULTY-DL@lists.rccd.edu
 - c. NC-CSEA-DL@lists.rccd.edu
 - d. NC-STAFF-DL@lists.rccd.edu
 - e. NC-MANAGEMENT-DL@lists.rccd.edu
5. Split NOR-ALL into new list serves by area, sub-community, or interest:
 - a. NC-PRES-DL@lists.rccd.edu: Reviewed/approved by the Office of the President for college-wide matters of strategic/institutional importance (e.g. Regular Update, Safety, accreditation) to all NC employees.
 - b. NC-GOVERNANCE-DL@lists.rccd.edu (ISPC, BFPC, APC, SSPC, Academic Senate, ASNC agendas/minutes/announcements)
 - c. NC-LEARNING-DL@lists.rccd.edu (Assessment, Teaching & Learning, Curriculum, Professional Development, Library Advisory committee agendas/minutes/announcements)

- d. NC-RESOURCES-DL@lists.rccd.edu (Program Review, Grants, Marketing, Safety, Technology committee agendas/minutes/announcements)
 - e. NC-ANNOUNCEMENTS-DL@lists.rccd.edu (e.g. new employees, health/career/transfer fairs, lectures, chili cook off, Corral menu, student club activities, Read2Succeed, Service Awards, newsletters, etc.)
 - f. NC-DISCUSS-DL@lists.rccd.edu: An unmoderated list serve for college-wide open discussion. (E.g. selling girl scout cookies, ranting about the weather, local restaurant recommendations, etc.)
 - g. NC-DIVERSITY-DL.lists.rccd.edu. Diversity, Equity & Inclusion Committee agendas/minutes/announcements)
 - h. NC-DEFACULTY-DL.lists.rccd.edu (distance education – already in existence as NOR-DEFaculty)
 - i. NC-SAFEZONE-DL@lists.rccd.edu (already in existence as NOR-Safezone)
 - j. NC-SSS-DL@lists.rccd.edu
 - k. NC-SSS-RISE-DL@lists.rccd.edu
6. Create new list serves for our four Schools and six instructional departments:
- a. NC-ARTHUM-DL@lists.rccd.edu
 - b. NC-BUSMAN-DL@lists.rccd.edu
 - c. NC-SBS-DL@lists.rccd.edu
 - d. NC-STEM-DL@lists.rccd.edu
 - e. NC-AHWL-DL@lists.rccd.edu
 - f. NC-COMM-DL@lists.rccd.edu
 - g. NC-BEIT-DL@lists.rccd.edu
 - h. NC-SBS-DL@lists.rccd.edu
 - i. NC-MATH-DL@lists.rccd.edu
 - j. NC-SCIKIN-DL@lists.rccd.edu
7. At Norco College, everyone is a professional, therefore the list-serves will not be moderated except for NC-PRES-DL to help minimize email noise.
8. The Office of the President may approve the creation of additional list serves
9. List Serve changes shall be reviewed and assessed by ISPC in spring 2021 for any modifications in alignment with the above guiding principles

District Office support is in place (Information Services & Helpdesk) to pilot direct user subscription capability via LISTSERV Directory after ISPC/college feedback is received and ISPC's approval.

Implementation Timeline: TBD in collaboration with District Office

OPERATIONAL GROUPS/ COMMITTEES **LEADERSHIP COUNCILS** **INSTITUTIONAL PLANNING ACCREDITATION/GOVERNANCE** **COLLEGE-LEVEL DECISION MAKING** **DISTRICT-LEVEL DECISION MAKING**



Committee Approval Flow Exercise

	Committee	Council	College Council	Executive Cabinet/ President	DSPC	Chancellor's Cabinet	Board of Trustees
Technology Plan	A	Resources A	I	✓			
Mission Statement		Adv & IE A	A	✓	✓	✓	✓
Educational Master Plan		All A	A	✓	✓	✓	✓
Student Equity Plan	A	Student Support A	I	✓	✓	✓	✓
Strategic Plan		All A	A	✓	✓	✓	✓
Distance Education Plan	A	Academic A	I	✓			
New Academic Program Development	A	Academic A	I	✓	✓	✓	✓
Program Review Prioritization Lists		All A	I	✓			
ISER		All A	A	✓	✓	✓	✓
Guided Pathways Updates		Student Support A	I	✓			
Monument	A	Resources A		✓			
New Building Design (VRC)		Resources A		✓			
Art Murals on Buildings		Resources A		✓			
Veterans Parking	A	Resources A	A	✓			
Annual College Budget Priorities		Resources A	A				
Grants	A	Resources A		✓			
HR, personnel, hiring				✓			✓
Safety updates, concerns, immediate issues				✓			

A = Recommend Approval

I = Information

✓ = Review/Planning Progression

Strategic Planning Structure Development

Winter 2020

WHY: Why do we need a revised strategic planning structure?

- Norco College has outgrown its existing 2013-2018 strategic planning structure
- Wider participation needed from growing constituency body
- Greater diffusion of decision-making bodies needed (i.e. ISPC bottleneck)
- Committee alignment with decision-making leadership councils
- Refined leadership council integration with the areas of institution
- Alignment with district strategic planning structure

WHAT: What is different?

- Alignment of committees with leadership councils
- All councils meet during college hour allowing for greater participation
- All four leadership councils meet at the same time monthly (propose 4th Thursday)
- College Council meets during college hour (propose 1st Thursday)
- College Council Tri-Chair/Academic Senate weekly planning meetings

HOW: How does the revised strategic planning structure align with district?

- Norco's College Council meets one week prior to DSPC document submission; two weeks prior to DSPC (3rd Friday)
- District Student Access & Success/Guided Pathways Council align with Norco's Student Support and Academic leadership councils
- District's Equity Council aligns with Norco's Student Support Leadership Council
- District Resources Council aligns with Norco's Resources Leadership Council
- District Institutional Effectiveness & Planning and Advancement Partnership & Communication councils align with Norco's Institutional Effectiveness & Advancement Leadership Council