

Program Review Comprehensive Report



Program Review - Administrative: Instruction

Area Overview

2014 - 2017

Mission: Instruction supports teaching and learning at Norco College by addressing the needs of both faculty and students in all educational programs.

Identify or outline how your unit serves the mission of Norco College: Instruction serves the mission of Norco College by directly facilitating student access to educational programs. Strategic schedule development, review and development of curriculum and programs, and development and implementation of enrollment management strategies directly facilitate student access to the college's educational programs. In addition the unit provides administrative and technical support to ensure success in the instructional efforts. The Norco College mission specifically cites providing: (1) foundational skills and (2) pathways to transfer, and (3) career and technical education, certificates and degrees. Through collaboration with instructional departments, faculty leads, and other administrative units care is given to provide a balance of foundational/developmental offerings. Similar collaboration supports our 17+ Associate Degree(s) for Transfer and the college's transfer and AA completion pathways. In addition, the 40+ Career and Technical Education programs at Norco College strive to keep current with labor market and industry trends in alignment with our mission. Collaboration within and outside the college community is realized through teamwork with administrators and faculty leaders across the college regarding catalog development, web presence, operational issues, outreach and service to special populations, Industry Advisory Boards, grant events, articulation events, K-12 partnerships, and partnerships with 4-year institutions. The unit's efforts in these areas maximize the prospect for student success by providing opportunity to complete foundational skills, to move forward on reliable pathways to transfer, and/or to move forward on reliable pathways toward the completion of certificates/degrees and career and technical

programs. Our programs and curriculum are ever changing to meet the demands of "our students, our community, and its workforce" in this increasingly competitive job market and university transfer environment.

List the major functions of your unit: - To support faculty in offering, creating, revising, growing and/or discontinuing courses, certificate programs, and Associate of Science degrees.

- Professional development
- Enrollment management and scheduling (including distance education, accelerated courses, apprenticeships, dual enrollment courses, articulation, CRC, and short term courses)
- Management of general and categorical funding in support of instruction
- Implementation of initiatives and grants (NSF National Center for Supply Chain Automation, Carl D. Perkins grant funds, Department of Labor Trade Adjustment Act – TAA grant, RSI funding, Strong Workforce Task Force funding, Prop 39 funding, and California Apprenticeship Initiative, College Futures Foundation funding)
- Faculty (Full-time and Part-time) supervision, evaluation, and teaching assignments
- Instructional support staff supervision and evaluation
- Resolution involving student instructional matters
- College publications and communications (schedule of classes, college catalog, guidebooks and handbooks, programmatic flyers, postcards, etc.)
- Collaborate with Student Services to act as a liaison between educational institutions and the community.
- Instructional lab services
- College reception
- Instructional design and videography

SAO Assessment: Reflect on the last 3 years of SAO assessment and describe what you've learned.: Our SAO was to achieve enrollment goals: (1) to achieve FTES target within + 0.5%, and (2) minimize

unnecessary impediments toward successful enrollment. We learned we need to continue to incorporate FTES data along with other efforts to contribute to effective enrollment management. Thus, a daily email was started this year to help increase transparency and awareness of our collective FTES goals and progress thereto. Upon reflection of past efforts, we plan to start the development of an Enrollment Management Plan over the next 3 years in collaboration with other units across the college.

Attachments:

- [2014-17_ADMINISTRATIVE_INSTRUCTION_SAO_AdminSvcsUnit.pdf](#)
- [2014-17_ACADEMIC_AFFAIRS_INSTRUCTION_SAO_AdminSvcsUnit.pdf](#)
- [2014-17_ADMINServices_INSTRUCTION_CTE_DOI_ResourceRequests.xlsx](#)

Goal: FTES Targets

In support of student learning, the unit will continue to assess the success of attaining (or exceeding) the college's FTES target annually.

Goal Status: In Progress

Goal Year(s): 2018 - 2021

Approval Date: 04/20/2018

How do your goals support the Educational Master Plan?: Norco College historically meets our FTES targets. Our collaborative approach with administration and department chairs, supported by all faculty, has paid off. Meeting our targets ensures the financial stability of the college/district, and directly serves students in need of education and career preparation.

This Program Goal Supports the selected EMP Goal(s) and Objective(s): Goal 1 Objective 7: , Goal 3 Objective 5: , Goal 6 Objective 1:

Mapping

Educational Master Plan and Strategic Plan Goals and Objectives 2013-2018
Goal 1 - Objective 1.7 - Increase percentage of students who complete 15 units, 30 units, 60 units.
Goal 3 - Objective 3.5 - Reduce scheduling conflicts that negatively impact student completion of degrees and programs.
Goal 6 - Objective 6.1 - Increase the use of data to enhance effective enrollment management strategies.

Goal: To support fulltime and part-time faculty professional development

To identify formal and informal professional development opportunities for faculty, and to streamline processes.

Goal Status: In Progress

Goal Year(s): 2018 - 2021

Approval Date: 05/01/2018

How do your goals support the Educational Master Plan?: Goal 7.1 is to Provide professional development activities for all employees and this goal will help ensure proper support of our faculty.

This Program Goal Supports the selected EMP Goal(s) and Objective(s): Goal 7 Objective 1:

Mapping

Educational Master Plan and Strategic Plan Goals and Objectives 2013-2018
Goal 7 - Objective 7.1 - Provide professional development activities for all employees.

Goal: Start a dual enrollment program with CNUSD

Start a dual enrollment program with CNUSD

Goal Status: Completed

Goal Year(s): 2014 - 2017

How do your goals support the Educational Master Plan?: This goal expanded our successful partnership with JFK

This Program Goal Supports the selected EMP Goal(s) and Objective(s): Goal 4 Objective 5:

Mapping

Program Review - Administrative: Instruction

Educational Master Plan and Strategic Plan Goals and Objectives 2013-2018

Goal 4 - Objective 4.5 - Continue the success of Kennedy Partnership (percent of students 2.5 GPA+, number of students in co-curricular activities, number of students who are able to access courses; number of college units taken).

Goal: Develop an Enrollment Management Plan

Collaborate cross-disciplinarily to develop and ultimately implement an Enrollment Management Plan(EMP) that reflects the new structure of the College while also improving (guided) pathways for students.

Goal Status: In Progress

Goal Year(s): 2018 - 2021

Approval Date: 04/30/2018

How do your goals support the Educational Master Plan?: This goal supports the Educational Master Plan by establishing long term planning for college schedules allowing for the development of course schedules that support the College's Completion Initiative.

Goal: Develop "Schools" Culture

To facilitate and support an institutional cultural shift around the proposed new four Schools, which align with the completion initiative/guided pathways.

Goal Status: In Progress

Goal Year(s): 2018 - 2021

Approval Date: 04/30/2018

How do your goals support the Educational Master Plan?: The establishment and support of four distinct schools/pathways will primarily facilitate increased student retention, success, and ultimately completion by creating easily navigable career and transfer pathways.

Goal: Develop "Next Phase" Pathways

The goal is to create new pathways towards certificate or transfer for incarcerated students at the California Rehabilitation Center in Norco.

Goal Status: In Progress

Goal Year(s): 2018 - 2021

Approval Date: 04/30/2018

How do your goals support the Educational Master Plan?: Incarcerated students are a severely undeserved population in the United States. This program will seek to serve these students in an attempt to reduce recidivism through education. This program provides access to an education to persons who would otherwise, based on their incarceration, be denied.