

**RCC Norco Campus
Strategic Planning Committee
December 9, 2008**

MEETING SUMMARY

In attendance:

Aceves, Natalie	Green, Monica	Quant, Ben
Andacheh, Khalil	Hitchcock, Dominique	Robles, Andy
Bader, Melissa	Hodawanus, Tricia	Shirinian, Margarita
Beck, Rex	Humble, Dina	Skaggs, Meghan
Boelman, Peter	Johnson, Brian	Skiba, Karin
Brotherton, Cathy	Kyriakos, Stephany	Sloniger, Mitzi
Burnett, Sarah	Lewis, Mark	Smith, Deborah
Caponetto, Tamara	Loewenstein, Gaither (chair)	Smith, Ruth
Chung, Elisa	Lopez, Angel	Somers, Rita
Crasnow, Sharon	Marsh, Rebecca	Sternburg, Charles
Creswell, Debra (recorder)	McCarson, Daniela	Sutton, Jim
Davis, Brenda	Medel, Karina	Synodinos, Dimitrios
DeAsis, Mark	Mills, David	Thomas, Jim
DeGuzman, Joseph	Miter, Carol	Tiangco, Jefferson
Drake, Sharon	Moore, Barbara	Tompsett Makin, Deborah
Eckstein, Joe	Morrison, Jim	Tran, Phu
Farrar, Carol	Nance, Damon	Tschetter, Sheryl
Friedrich Finnern, Teresa	Nery, Annebelle	Wagner, Tom
Godin, Norm	Nery, Ernesto	Wales, Todd
Gonzalez, Ken	Perhamus, Judy	Zwart, Gail
Gray, Alexis		

Monthly Report on Educational Master Plan Goals and Objectives

Goal 4: Enhance academic programs and the learning environment to meet student and community needs.

Objective #1: Presented by Dina Humble

80% of the programs at RCC Norco Campus will be self sufficient – with students being able to complete them by taking courses only at the Norco Campus – in 3 years; and 100% will be self-sufficient in 5 years.

- In fall 2009, Norco will have an independent college catalog.
- Fine & Applied Arts is one of the degree programs that can be completed at Norco.
- Degree programs should be designed in a four semester rotation (could include summer and winter sessions).
- Norco Campus now has its own Curriculum Committee.

Objective #2: Presented by Dina Humble

Norco will make steady progress — through adding courses in current programs; through carefully adding programs; through more aggressive marketing; and through having more students complete Student Educational Plans— in closing the gap between its current student profile, as defined by students' educational goals, and the 40%-40%- 20% distribution.

- As related to Objective #1, Norco will continue to address the need for a fully functioning independent college by growing its course and program offerings.
- Marketing to students has increased with the use of YouTube, MySpace and several program websites.
- The number of students completing Student Educational Plans continues to increase.

Objective 3: Presented by Damon Nance

By 2012, 20% of the library collection will be made up of materials published after 2000, and 50% of the volumes will have been selected by Norco faculty.

- In fall 2006, approximately 15% of the library collection at Norco was published after 2000. In fall 2008, 27% of the library collection was published after 2000. The library is moving toward acquiring materials published after 2005.
- In fall 2006, approximately 2% of the volumes in the library were selected by faculty. In fall 2008, 5% of the volumes in the library were selected by faculty. Faculty are urged to participate in the selection of volumes in order to stay in compliance with Standard IIC. This is an area of concern regarding accreditation. Active participation in reviewing/maintaining/upgrading the library collection is among the fundamental responsibilities of full-time faculty members.

Objective #4: Presented by Sheryl Tschetter

Program-level SLOs will be identified for 100% of Norco programs by 2009.

- Currently 63% of Norco programs have identified SLOs.
- Gail Zwart reported that two business programs are not participating, so the current statistics are inaccurate. Sheryl requested that additional changes be sent to her in order to keep the data accurate.
- An assessment plan worksheet has been developed to assist instructors in developing SLOs.
- Assessment is imbedded in program review and the disciplines are responsible for development assessment for SLOs.

Objective #5: Presented by Jim Thomas

100% of RCC Norco Campus academic programs will be reviewed in 3 years, and ongoing program reviews will be conducted each academic year.

- This objective has been met with both the Comprehensive Instructional Program Review and the Instructional Annual Program Review processes currently in place.
- Annual program reviews are used to identify resource requests.
- The District Program Review Committee is looking to develop a streamlined electronic process where data can easily be input and extracted. They are also reviewing the timeframe for submission to try to accommodate impacted schedules.
- Annual program reviews typically need only simple changes and updates to statistics.
- The planning process structure has evolved from a District-to-Campus structure to a Campus-to-District model.
- The comprehensive review cycle is four years and the schedule is posted on the program review webpage on the District website.

Good of the Order

- Dr. Monica Green was introduced as the new Dean of Student Services, effective January 5.
- Dr. Davis gave a budget update:
 - The District is looking to reduce the budget by 5% over 18 months. Dr. Davis will make the case that Norco should be spared the deepest cuts because we received the smallest increase of the campuses in the 2008/09 budget.
 - An Emergency Budget Advisory Group will be formed to look at the Norco Campus budget line by line and make recommendations for cuts. The committee membership will be comprised of the Norco Campus representatives who serve on the District BAM Committee, in addition to volunteers from the staff, faculty, management and students. The budget reduction recommendations will be brought to the President for consideration.
 - There are no full-time staff layoffs at the Norco Campus being contemplated at this time. The three 1-year temporary faculty positions will be made full-time. The five faculty positions that received top priority for hiring will be submitted for recruitment, however, funding has not been guaranteed for these positions.
 - A budget savings is anticipated with the elimination of Sunday classes and the consolidation of Saturday classes into fewer buildings. Winter and summer sessions will not be eliminated, however sections may be reduced.