

# NORCO COLLEGE ANNUAL ADMINISTRATIVE PROGRAM REVIEW

**Unit Office & Title**

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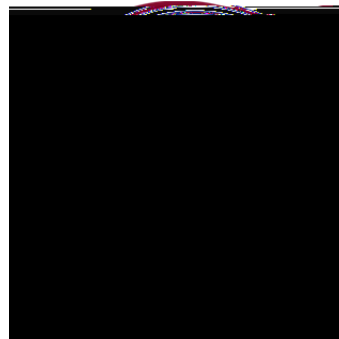
*Please give the full title of your unit.*

**Contact Person: Cab G. A. Farr Ph. D.**

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**Due: AUGUST 31, 2015**

Please send an electronic copy to your area Vice President



*Form Last Revised: AUGUST 2015*

**Norco College**

Web Resources <http://www.norcocollege.edu/about/president/strat-planning/programreview/Pages/index.aspx>

**Annual Administrative Program Review Update**  
Instructions

## **Mission**

Norco College serves our students, our community, and its workforce by providing educational opportunities, celebrating diversity and promoting collaboration. We encourage an inclusive,

## Goal 2: Improve Quality of Student Life

### Objectives:

1. Increase student engagement (faculty and student interaction, active learning, student effort, support for learners).
2. Increase frequency of student participation in co-curricular activities.
3. Increase student satisfaction and improve ratings for student support services.
4. Increase the percentage of students who consider the college environment to be inclusive.
5. Decrease the percentage of students who experience unfair treatment based on diversity-related characteristics.
6. Increase current students' awareness about college resources dedicated to student success.

## Goal 3: Increase Student Access

### Objectives:

1. Increase percentage of students who declare an educational goal.
2. Increase percentage of new students who develop an educational plan.
3. Increase percentage of continuing students who develop an educational plan.
4. Ensure the distribution of our student population is reflective of the communities we serve.
5. Reduce scheduling conflicts that negatively impact student completion of degrees and programs.

## Goal 4: Create Effective Community Partnerships

### Objectives:

1. Increase the number of students who participate in summer bridge programs or boot camps.
2. Increase the number of industry partners who participate in industry advisory council activities.
3. Increase the number of jobs available through scholarships for Norco College students.
4. Increase institutional awareness of partnerships, internships, and job opportunities established with business and industry.
5. Continue the success of Kennedy Partnership (the 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).
6. Increase community partnerships.
7. Increase institutional awareness of community partnerships.
8. Increase external funding sources which

## Goal 5: Student Learning

Objectives:

1. 100% of units (disciplines, Student Support Service areas, administrative units) will conduct systematic program reviews.
2. Increase the percentage of student learning and service area outcomes assessments that utilize authentic methods.
3. Increase the percentage of programs that conduct program level outcomes assessment that closes the loop.
4. Increase assessment of student learning in online courses to ensure that it is consistent with student learning in face-to-face courses.
5. Increase the number of faculty development workshops focusing on pedagogy each academic year.

## Goal 6: Data Effectiveness Planning Process

Objectives:

1. Increase the use of data to enhance effective enrollment management strategies.
2. Systematically assess the effectiveness of strategic planning committees and councils.
3. Ensure that resource allocation is tied to planning.
4. Institutionalize the current Technology Plan.
5. Revise the Facilities Master Plan

## Goal 7: Student Outcomes Initiatives

Objectives:

1. Provide professional development activities for all employees.
2. Increase the percentage of employees who identify the college environment to be inclusive.
3. Decrease the percentage of employees who experience unfair treatment based on diversity-related characteristics.
4. Increase participation in events and celebrations related to inclusiveness.
5. Implement programs that support the safety, health, and wellness of our college community.

# COLLEGE ADMINISTRATIVE UNIT ANNUAL REVIEW WORKSHEETS

## DUE: AUGUST 31, 2015

Administrative Unit: Office of Instruction  
Prepared by: Carol G. A. Farrar, Ph.D., Dean of Instruction  
Date: 09/05/2015

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~~Shifting Worksheets~~ . ~~Do not delete from~~ , or eliminate pages. If a page does not apply simply mark N/A

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### I. The Unit PROGRAM REVIEW

*The Administrative (Unit Program Review) is meant to provide a broad understanding of the unit, current trends related to the unit's mission, and how the unit serves to meet the overall mission or goals of Norco College and the Riverside Community College District.*

**1. What is the unit's purpose?**

The Office of the Dean of Instruction supports teaching and learning at Norco College by addressing the needs of both faculty and students in all educational programs. Our Office strives to maintain a student centered approach in all operations.

**2. Identify the unit's contribution to the college's mission.**

~~the unit's contribution to the college's mission.~~

*Please limit to a single paragraph.*

The Office of the Dean of Instruction serves the mission of Norco College by directly facilitating student access to educational programs, supporting diversity initiatives, and fostering collaboration within the college community and with the college's external partners. Strategic scheduled development, review and development of curriculum and programs, and development and implementation of enrollment management strategies directly facilitate

### 3. ~~Liste~~ ~~af~~ ~~opgaver~~

1. Curriculum and Program development/update/modification Collaboration: VP Academic Affairs, Dean of Career & Technical Education, Department Chairs, Curriculum Committee, Faculty
2. Enrollment Management Collaboration: VP Academic Affairs, Dean of Career & Technical Education, Dean of Student Success, Dean of Student Life, Dean of Admissions & Records, Director of Financial Aid, Dean of Institutional Effectiveness, District Institutional Data & Reporting, Enrollment Management subcommittee, Department Chairs, Faculty Lab Coordinators, Dean of Technology & Learning Resources, RC staff, and student workers
3. Professional Development Collaboration: VP Academic Affairs, Faculty Development Coordinator, Norco Professional Development Committee
4. Schedule Development Collaboration: VP Academic Affairs, Dean of Career & Technical Education, Department Chairs, IDSs Administrative Assistants, Instructional Technology Specialist, Instructional Programs Support Coordinator, District Educational Services and District Institutional Data & Reporting
5. Budget Planning/Oversight and Advice to VP of Academic Affairs Collaboration: VP Academic Affairs, Dean of Career & Technical Education, Department Chairs, Laboratory Technicians, Administrative Assistants, IDSs Faculty

#### 4. Briefly state the

#### 2015 goals and objectives

1. In collaboration with CTE Dean and Chair of Chairs, develop a schedule of training workshops for department chairs (budget, hiring practices, part time faculty evaluations, conducting meetings, contract requirements, schedule development, organization, etc.). This should provide an atmosphere of transparency and trust.

Status In collaboration with the Dean of Instruction, CTE and the Chair of Chairs new department chairs are provided with training about schedule development and a mentor to assist with issues that arise for a new department chair. In addition, both scheduling meetings and business meetings are calendared. The Chair of Chairs and Deans of Instruction meet for agenda development and any necessary training or review will be scheduled as needed during Business meetings. – planning is completed – execution is in progress

2. Continue to build Honors Program. Work with Honors Coordinator to develop marketing tools on campus and outreach processes for our feeder high schools. Collaborate with discipline faculty to add courses to the honors' schedule. Develop follow up processes for students who transfer from honors thread at Norco.

Status In collaboration with the Honors Program coordinator the course offering of honors level courses have expanded and a plan developed to continue to expand the offerings. We are currently collaborating to complete the UCLA TAPM visit document; developing an intentional community among the students and faculty with meetings and celebrations; updating the webpage; improve outreach and recruitment; and investigating comparable enrollment priority district wide. Continuing

3. Support implementation of teaching learning initiative through development of mentor program for faculty.

Status Through collaboration with the Professional Development Committee and the Faculty Chair of that committee; all new full time faculty have a faculty mentor as a resource. In addition, the new faculty orientation has incorporated several follow up (more focused) trainings on shared governance program review, and assessment. COMPLETE

4. Continue to work with Dean of Career and Technical **81** • NicÁ'ó 7



**5. MAJOR Goals and Objectives 2015-2016** (double at first)

**ix). Interim -5**

Before writing your goals and objectives, be sure to review other Program/Unit Review documents related to your unit to determine there are service needs you wish to address.

Major Goal/Objective	Status	Date	Status ongoing, completed, or date completion anticipated	Need Assessment (reference applicable page)	EMP GOALS
1. Curriculum:(1) ensure that the college catalog is an accurate representation of the college offerings(2) ensure that all course offerings have current CORs		August 2015	Ongoing- anticipated completion June 2015	Curriculum Committee, Curriculum Committee Chair, VPAADOICTEAPC faculty	5, 6
2. Achieve enrollment goals(1) achieve FTES target within $\pm 0.5\%$ (2) minimize unnecessary impediments toward successful enrollment		June 2015	Ongoing	VPAADOICTEAPC Dean of A&R, all operational deans	1, 3, 6
3. Continue collaboration toward clear pathways for transfer and basic skills completion as part of Completion Initiative		July 2015	Ongoing	President, VPs, all members of the college community	1-7
4. Collaborate with each specific instructional area (Arts, Language & Humanities, STEM, Social Science and Communications) to support student learning/success and increase academic activities/events		August 2015	Ongoing	APC college discipline leads, STEM grant, other grants	1, 2, 4

grant,(Arts,



BaselineData for unit responsibility  
The following data was collected

### LabService

Since the 2010-2011 academic year, the number of science sections has increased by 12 sections (16%). Hiring of a Lab Tech to replace the recent retirement; the eventual restoration of the 36-hour employee back to 40 hours; and the establishment of a staggered start time will cover the needs for the next year or two.

		Number of Sections					2014
AY		AMY	BIO	CHE	MIC	PHY	Total
2010-2011		21	21	18	7	8	75
2011-2012		16	18	18	5	8	65
2012-2013		17	20	15	5	9	66
2013-2014		15	27	22	4	9	77
2014-2015		16	30	24	5	12	87

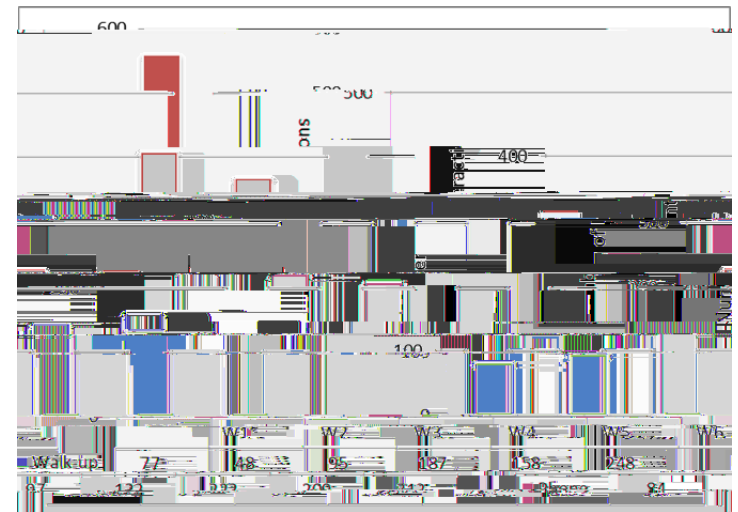
### College Receptionist

Data was collected over 22 of 24 days of instruction during the 15SUM term. The first two days of the term, data was not collected.

#### During that intersession

- x 110 sections were scheduled
- x 3181 students were enrolled these sections at Census (duplicated headcount)
- x A total of 1869 interactions between the college receptionist and the public: 1056 phone calls and 813 face-to-face interactions
- x Average of 85 interactions per day

Additional data will be gathered during the primary terms when the roughly 6 times the sections are scheduled and 7 times more student headcount.



### Other Unit function baselines TBD

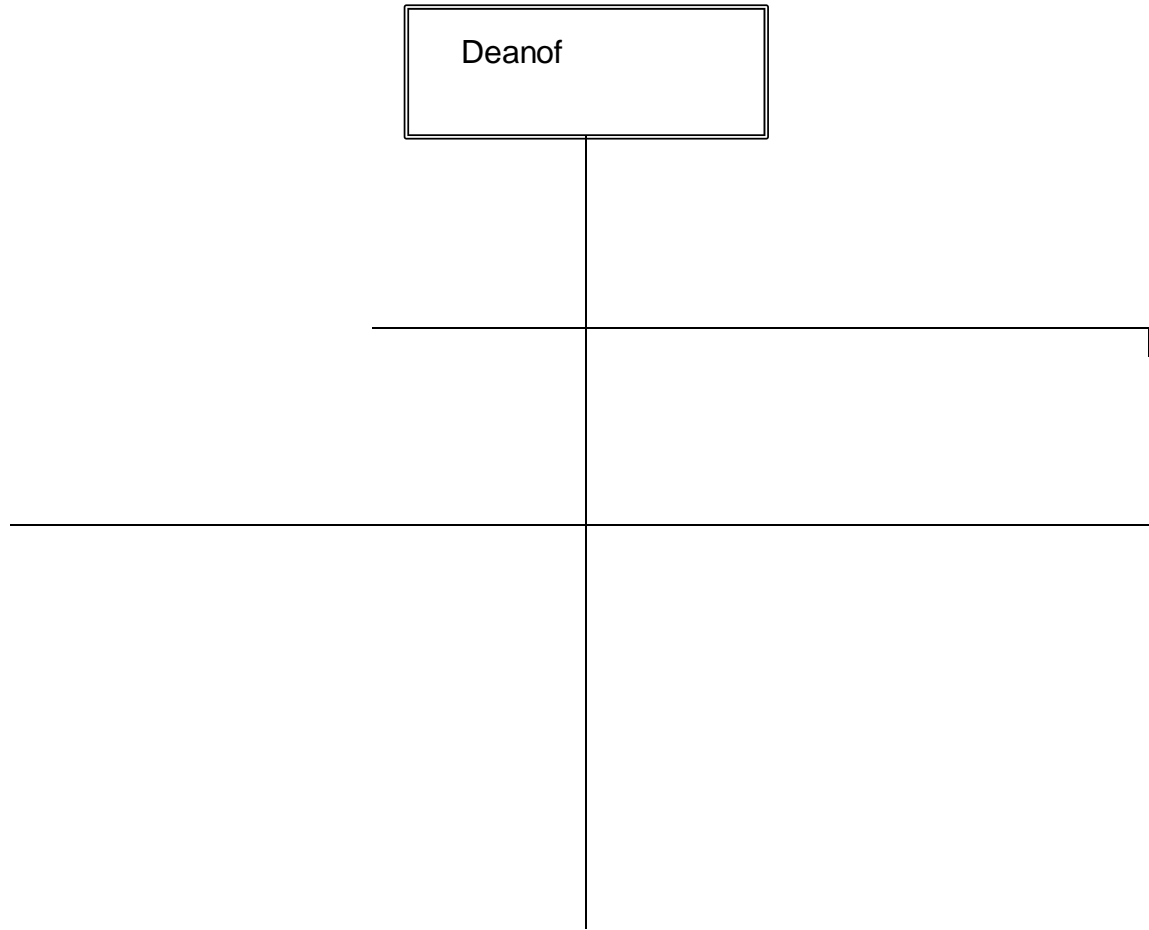
Specific function baselines will be determined for Instructional Technology Support, Instructional Program Support, and Music support as applicable to unit mission and goals.



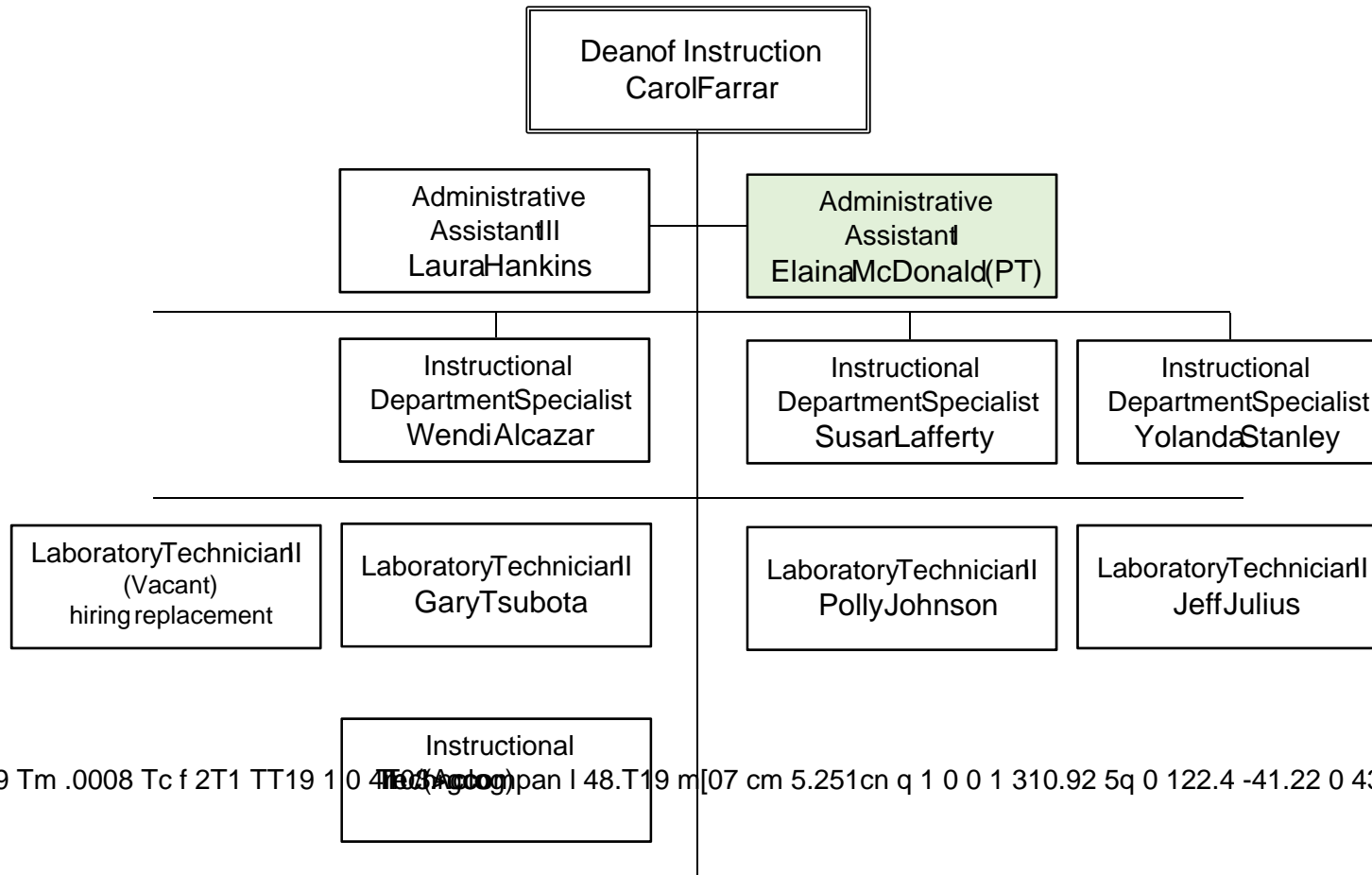


**Provide the official Organizational Chart which includes all levels of the organization. If necessary, provide very brief narrative descriptions by numbering the chart and including a numbered list with clarifications on a subsequent page. The official chart can be obtained from Human Resources.**

*If you wish make this an appendix item.*



Restructure





<b>Staff needed</b>	
	<b>2017-2018</b>

.0



meetings. The unit deals directly with student inquiries and complaints. As such, the unit must be



Unit Name: Office of Instruction

9. Space Needs Not Covered by Capital Budget

Building and Renovation Project

3

		Annual TCO*
<b>List Space Needs for Academic (Office space, lab, etc.)</b>	<b>Year</b> <u>2015-2016</u>	
Place items on list in order (rank) or importance.		Total Cost of Ownership

1. ~~Academic space for faculty~~

Reason: Four new positions allocated to New College new office space needs to be identified

10. **Professional Development Needs\***

4

<b>Professional Development Needs</b> List Professional Development Needs. Reasons might include in response to assessment findings or the need to update skills to comply with state, federal, professional organization requirements or the need to update skills/competencies. Please be as specific and as brief as possible. Some items may not have a direct cost, but reflect the need to spend current staff time differently. Place items on list in order (rank) or importance.	<b>Annual TCO</b>		
	Cost per item	Number Requested	Total Cost of Ownership
<b>1. NA</b> <u>Reason:</u>			
<b>2.</b> <u>Reason:</u>			
<b>3.</b> <u>Reason:</u>			
<b>4.</b> <u>Reason:</u>			
<b>5.</b> <u>Reason:</u>			
<b>6.</b> <u>Reason:</u>			

TCO: <http://www.norcocollege.edu/about/business-services/Pages/index.aspx>

<sup>4</sup> If your SERVICE AREA OUTCOMES (SAO) assessment results make it clear that particular resources are needed to more effectively serve students please be sure to note that in the "reason" section of this form.

## 11. OTHER NEEDS<sup>5</sup>

<p><b>Other Needs that</b> are certain do not fit elsewhere. Please be as specific and as brief as possible. Not all needs will have a cost, but may require a reallocation of current funds. Place items on list in order (rank) or importance.</p> <p><b>1. On-budget items:</b></p> <p><u>Reason</u> establishment of student and faculty needs for organic chemistry, especially the second semester. One time purchases of glassware and start up supplies.</p>	<b>Anal TCO*</b>		
	Cost per item	Number Requested	Total Cost of Ownership
	<b>10,000</b>	<b>1</b>	

Unit Name: Office of Instruction

12. Long Term Planning Needs

6

If it anticipates significant changes in the future, list them*	Additional needs, if any, for the year	Fiscal Year
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**Assn**

**Why Add Unit to Assn**

institutional or unit level effectiveness. In addition it:

- x Ensures units are examining their services and programs
- x Documents outcomes assessment internal improvement efforts
- x Allows each unit to demonstrate how well it is performing
- x

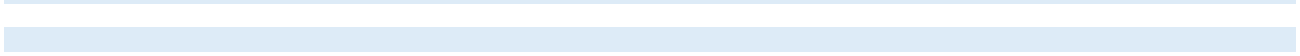
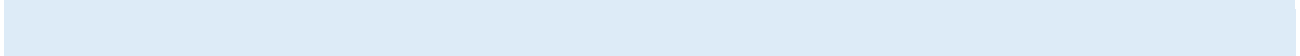
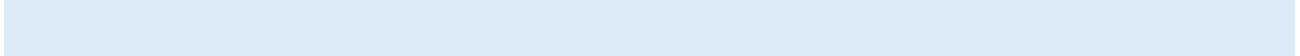
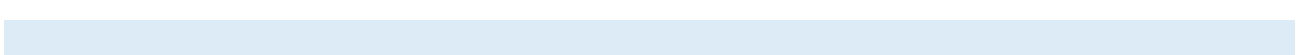
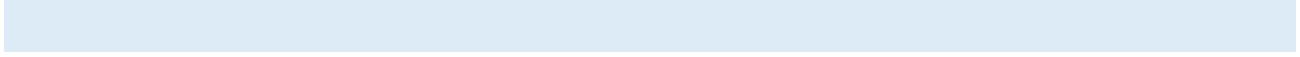
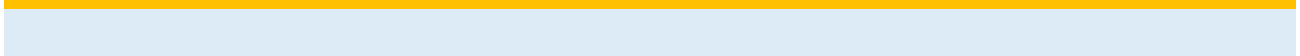
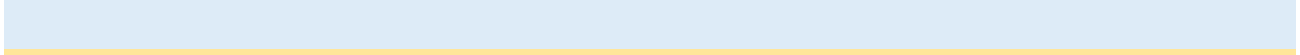
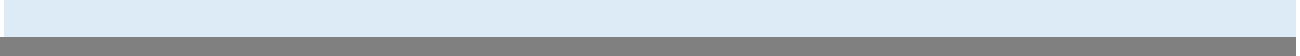
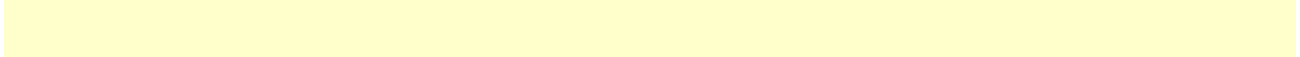
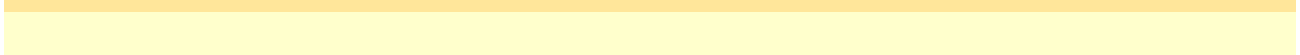
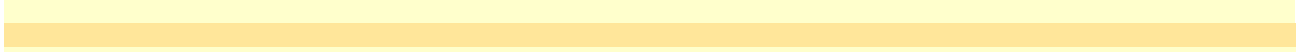
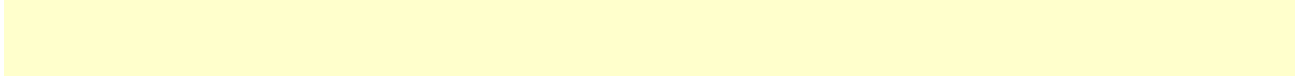
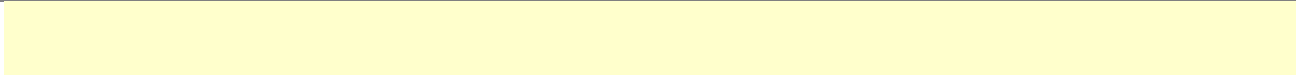
Research indicates that collecting and analyzing evidence leads to improvement of



	VPAA	Dols	Instructional Programs Support Coordinator	IDS	Instructional Technology Specialist	Chair of Chairs	Dep. Chairs
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January 15 P1

receive FTE allocation from District	X						
recommend term by term distribution to VPAA		X				X	
SUM: code the previous rollover for CSUGE, basic skills, CTE			X				
SUM: create pivot tables for schedule planning from coded rollover		X					
confirm APQ timeline for schedule development during SPR (SUM, FAL, WIN)		X		X	X	X	
analyze previous SUM and FAL FTEs		X					
FAL: code the previous rollover for CSUGE, basic skills, CTE			X				
FAL: create pivot tables for schedule planning from coded rollover		X					
SUM: develop and recommend scheduling targets							



VPAA	Dols	ISPC	Instructional Programs Support Coordinator	IDS	Instructional Technology Specialist	Chair of Chairs	Dep. Chairs
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SPRcode the previous rollover for CSUGE, basicskills, CTE X

SPRcreate pivot tables for schedule planning from coded rollover X