NORCO COLLEGE ANNUAL ADMINISTRATIVE PROGRAM REVIEW

Unit: Instruction

Please give the full title of your unit.

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Due: AUGUST 31, 2017

Please   send an electronic copy to your area Vice President

Form Last Revised: AUG 2017

Norco College

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

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Mission

Norco College serves our students, our community, and its workforce by providing educational opportunities, celebrating diversity, and promoting collaboration. We encourage an inclusive, innovative approach to learning and the creative application of emerging technologies. We provide foundational skills and pathways to transfer, career and technical education, certificates and degrees.

Vision

Norco – creating opportunities to transform our students and community for the dynamic challenges of tomorrow.

Educational Master Plan/Strategic Goals and Objectives 2013-2018

Goal 1: Increase Student Achievement and Success

Objectives:
1. Improve transfer preparedness (completes 60 transferable units with a 2.0 GPA or higher).
2. Improve transfer rate by 10% over 5 years.
3. Increase the percentage of basic skills students who complete the basic skills pipeline by supporting the development of alternatives to traditional basic skills curriculum.
4. Improve persistence rates by 5% over 5 years (fall-spring; fall-fall).
5. Increase completion rate of degrees and certificates over 6 years.
6. Increase success and retention rates.
7. Increase percentage of students who complete 15 units, 30 units, 60 units.
8. Increase the percentage of students who begin addressing basic skills needs in their first year.
9. Decrease the success gap of students in online courses as compared to face-to-face instruction.

2. Increase the number of industry partners who participate in industry advisory council activities.
3. Increase the number of dollars 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 (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 support college programs and initiatives.

Goal 5: Strengthen 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: Demonstrate Effective Planning Processes

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: Strengthen Our Commitment To Our Employees

Objectives:
1.

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

2. **Identify or outline how your unit serves the mission of Norco College.** *Please limit to a single paragraph.*
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.

3. **List the major functions of your unit**.

Function
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, articulation, 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, AEBG, 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 -1 (t)36B (c)4he

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Instructional lab services
College reception

Instructional design and videography

2. Achieve enrollment goals (1) achieve FTES target within + 0.5% (2) minimize unnecessary impediments toward successful enrollment	(1) Jason will add specific values (2) Ongoing	(1) N/A (2) Academic Scheduling Coordinator, revisit application deadline dates, revisit drop for non-payment policy, revisit enrollment period, schedule development tools and timeline	1, 3, 6
3. Establish a Dual Enrollment process with Corona-Norco USD	Ongoing Moved to Student Services	Continue to collaborate with Student Services	1, 3, 4
4. New Faculty Orientation	Ongoing New Faculty Retreat Development of 'First Fridays' program	Funding for New Faculty Retreat	1, 5
5. Successfully implement new initiatives, including new and innovative apprenticeship programs, AEBG, ACE and Basic Skills Transformation Initiative.	Ongoing Basic Skills Transformation Initiative is now lead by Instructional Support Services	Strategic Institutionalization of key initiatives and staff	1, 2, 3, 5

5. **MAJOR Goals and Objectives 2017 – 2018 (do not include normal functions of your unit). In order from 1 – 4 is best. With 1 as the most important.**

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

| Major Goal and/or Objective	Start Date	Status: ongoing, completed, or date completion anticipated	Need Assistance in order to complete goal or objective (reference applicable resource request page)	EMP GOALS
1. Discuss the integrated planning of ongoing ini48 8 (l)-6 (i 0.48 59.64 re fID (r)2647e/i1-25(18·)4 (l)-2 (1.24-2Tng0l0q)56/T00 18l4 TL6 [(i 0.4ppr)3 (e)4 (n8 59.64 re fc)4 (D (r)9.64 Basic Skills Transformation Initiative, CRC, Dual Enrollmen8 59.6, Strong Workfore, Veterans Initiatives, etc.	July 2047	Ongoing	y88 162017	

Completions

Increase student
completions of a
certificate and/or degree
in all
program areas

Provide the official Organizational Chart of your unit which includes all levels of services and positions. *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.*
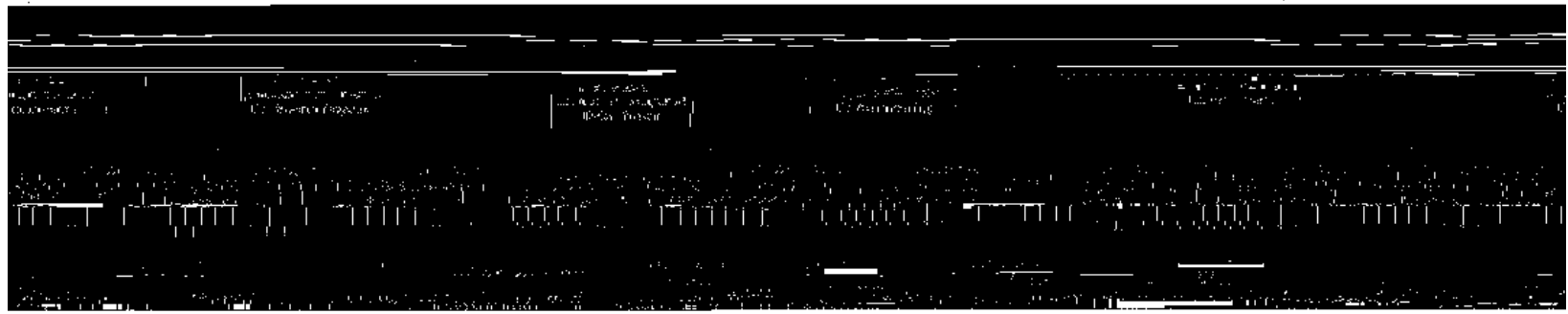
6. **Staffing Profile (Please indicate the number in terms of FTE. In other words a full time staff person is a 1, and a half time person is a .5)**

Position	Staffing Levels for Each of the Previous

2. Administrative Assistant III Reason: To support Dean of Equity, Grants. With the increase in workload for each of the deans and proposed shifts to general funded duties in context of the reorganization, each dean needs administrative assistance with calendars, purchase orders, and various day to day tasks. Much of the current support for Dean of Equity, Grants is completed by categorical staff supporting other grants/managers.	N	$92,244	1, 4
2. Administrative Assistant III (.5 increase) Reason: To support Dean of Library. With the increase in workload for each of the deans and proposed shifts to general funded duties in context of the reorganization, each dean needs administrative assistance with calendars, purchase orders, and various day to day tasks. Much of the current support for the Dean of the Library is completed by only a part time Admin Assist and other categorical (Title V) support.	N	$46,122	1, 4
5. Academic Scheduling Coordinator Reason: New position would coordinate scheduling calendars among the Deans, Department Chairs, and IDSs. Would work with the Deans and Department Chairs to ensure coordinated rotation of courses for degrees and certificates and assist in the creation of a better coordinated schedule to support Norco's Completion Initiative.	N	$72,000	1,4
6. New Faculty Hire – Building and Energy Systems 1.0 Reason: Our region has a labor market need for Construction Managers, Zero Net Energy Construction, Building Automation, Green Construction, Energy Efficiency, and Sustainable Construction. Labor market data indicates a need for Building & Energy Systems Professionals to work in a variety of settings. This is a need for a new tenure-track faculty position to grow a suite of building and energy systems certificates and degrees in line with our mission, existing programs, and regional need.	N	$119,717	1,2,3,4,5,6,7

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7. New Faculty Hires/Resources

11. Marketing and Media Technician – 1.0 <u>Reason:</u> There are a number of CTE initiatives that need public relations, graphic design, social media, web development, community outreach, program recruitment, and strategic communications assistance. These include our 2+2 high school pathway programs, forthcoming Earn & Learn programs, job placement, accelerated training programs, and our National Center for Supply Chain Automation. In addition, marketing of our existing ADTs and other transfer efforts, the college's developmental skills efforts, and other college-wide initiatives for students require unique attention and promotion.	N	$92,655	1,4

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8. **Equipment (including technology) Needs <u>Not</u> Covered by Current Budget[2]**

List Equipment or Equipment Repair & Technology Needed for Academic Year__2016___ Please be as specific and as brief as possible. Place items on list in order (rank) or importance.	**Annual TCO****	

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

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5. Classroom updates – ATEC 114 – update technology Reason:
Classroom designed for needs that are decades-old. Request for redesign to include
white boards, update design of lectern, improve lighting

6. Electrician budget

3

Reason: Faculty created a new discipline (eBo8 Tm ($107(d   ET   /P <</MCI4 (ne   (t)-2 (ouor)3

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9.**Space Needs Not Covered by Current Building or Remodeling Projects*²**

List Space Needs for Academic Year__2017-18_____ **(Office space, storage, etc.,)** Place items on list in order (rank) or importance.	**Annual TCO***
	Total Cost of Ownership

1. Additional Portable Classrooms and office space <u>Reason:</u>
Norco College can continue to grow; however, must do so efficiently.
Needed growth over the past four years has resulted in a decline in Efficiency given (1) the nature
of the needed course offerings (high demand for "low-efficiency"-

*Please contact your campus VP of Business or your Director of Facilities, Operations and Maintenance to obtain an accurate cost estimate and to learn if the facilities you need are already in the planning stages.

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

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10. Professional or Organizational Development Needs*[4]

List Professional Development Needs. Reasons might include in response to

11. OTHER NEEDS[5]

List Other Needs that you

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12. **Long Term Planning Needs[6]**

If your unit anticipates significant additional needs for personnel, equipment or facilities will occur two to five years from now please list those here*	Fiscal Year Needed	Number Requested	Total Cost of Ownership
1. Reason:			
2. Reason:			
3. Reason:			
4. Reason:			
5. Reason:			
6. Reason:			

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

*Significant needs are generally those with annual costs over $20,000. They may sT8.8.2 (ay)1.1 (sy)1.l -4.1 tu8 11.0. e f 542. exl 3.7 (e -0

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- "In support of student learning, staff will _____"
- "Students are aware of _____"
- "Administrators (or staff) have the _____"

2. **Unit defines how it will assess progress (non-evaluative) towards the outcomes.** The unit might consider taking an inventory of current tools being used. For example:

- What information is being collected already?
- What assessment are you already using?

Methods that can be used to measure progress include, for example:

- Student satisfaction surveys
- Number and type of complaints
- Growth in a specific function
- Comparisons to professional organizations' best practices
- Focus groups
- Opinion surveys
- Time to complete a task oupsMCID 4*a3.9 (s)-5h

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