Strategic Planning – Student Services Sub-Committee Meeting  
May 15, 2006  
2:00 PM – 4:00 PM  
Library 102

Attendees:
Cynthia Acosta, Counseling Clerk III  
Daniela Grecu, (Co-Chair) Outreach Specialist  
David Payan, Counselor  
Dimitrios Synodinos (Accred. Rep), Student Activities Coordinator  
Dr. Edward Bush, Dean of Student Services  
Jimmie Hill (Co-Chair), Counselor  
Linda Reifschneider, Public Affairs Officer  
Maria Maness, Matriculation Specialist  
Mark Smith, Biology Instructor (New Member)  
Pam Kollar, Academic Evaluations Specialist  
Steven Purdy, Student Financial Services Analyst

Absent:
Andy Robles, Math Instructor  
Zina Lopez, Counselor  
Dominique Hitchcock, Spanish/French Instructor

Meeting was called to order by Daniela at 2:10 pm

I. Committee members accepted the following responsibilities in collecting electronic and hard copy evidence due by the end of May.
   a. Admissions & Records Procedures – Maria
   b. Agendas for 05-06 retreats – David Payan
   c. Application – Maria
   d. Articulation agreements with colleges and H.S. – Mr. Hill
   e. ASRCC budget & budget process – Dimitri
   f. ASRCC information – Dimitri
   g. Budget plans for departments – Dr. Bush
   h. Campus climate survey – Dr. Bush
   i. CCSEQ – Dr. Bush
   j. Club list – Dimitri
   k. College Catalog – Mr. Hill
   l. Concurrent Enrollment – Maria
   m. CSEA & CTA contract – Cynthia
   n. Co-requisite meeting agenda and minutes – Maria
   o. Counseling utilization (SARS report) – Cynthia
   p. Course completion data – Dr. Bush
   q. Course outline of records – Standard IIA
   r. 05-06 course schedules – Maria
   s. Degree Programs – Catalog
   t. Demographic information & communities served – Dr. Bush
   u. Disables student programs & services – Norco e-mail
v. Disbursement of check records – Steve Purdy
w. Early Alert process – Maria
x. Educational outreach – Daniela
y. Enrollment of minors – Maria
z. Environmental scan – Dr. Bush
aa. EOPS- Norco e-mail
bb. Equity & Diversity policy – Dr. Bush
c. Evidence of assistance in technology training for students – Maria
dd. Evidence of a process for validating the effectiveness of examinations in assessing student learning – Maria
e. Evidence that analysis of how institutional goals and objectives are linked to the needs of the student population have been taken place – Program Review
ff. Evidence of how institution assess its technology needs – Program Review
gg. Evidence that clearly stated, measurable goals and objectives guide the college community in making decisions regarding planning and allocation of resources as well as curriculum and program development – Strategic Planning minutes
hh. Evidence that date is used in planning – Program Review
ii. Evidence that the institution considers how instruction is delivered and how it assess that delivery is both appropriate and current – Student & weekend college survey
jj. Evidence of analysis of how the cycle of evaluation, integrated planning, implementation and re-evaluations relates to the mission and is used for institutional improvement – Program review
kk. Evidence that offerings are coordinated between the campuses – Catalog/schedule
ll. Evidence that services are available to all students(weekend, evening etc) – Steve
mm. Evidence that students can complete their degree or certificate at each campus – Pam Kollar
nn. Ferpa Policy – Maria
oo. Ferpa training materials – Dr. Bush
pp. Finview – Online
qq. General education requirements – Catalog
rr. Grant reports – Dr. Bush
ss. Grievance student process – Student Handbook
tt. Institutional plans that describe ways in which the institution will achieve its goals. – Program Review
uu. Internet use agreement – Daniela
vv. Inventory lists – Dr. Bush
ww. Listserves – Norco-all
xx. Matriculation contracts – Maria
yy. Matriculation newsletter – Maria
zz. Middle college high school program – Dr. Bush
aaa. Mission Statement – In progress
bbb. Newsletter financial aid – Steve
cccc. Newsletter matriculation – Maria
dddd. Orientation for ESL students – Cynthia
Orientation meeting agendas for students – Cynthia
Outreach programs – Daniela
Persistence retention and success data – Dr. Bush
Placement process, policy, etc.– Maria
Plagiarism statement – Student handbook
Puente information - ?
Schedule of classes for each semester 05-06 – Maria
Senate agenda and minutes – Dimitri
Sexual harassment policy – Handbook
Staff development activities – E-mails
Strategic Planning committee minutes – Daniela
Student equity plan – Dr. Bush
05-06 Student senators – Dimitri
Student success data – Dr. Bush
Technology strategic plan – E-mail
Technology Training faculty – E-mail
Technology training staff - E-mail
Tutoring services – E-mail
Viewpoints – Mark Smith

Thanks to Steve and Linda for completing the justification report which was due today.

II. Standard IIB, Question 2 Narrative Review
   a. Daniela read the first paragraph, and changes were made from RCC Norco to RCCD. There was discussion about why not to use the name RCC Norco. All agreed and concluded that they would leave it with RCCD.
   b. For the 2nd and 3rd paragraph Dr. Bush suggested combining the two paragraphs.
   c. The bullets that state what is included in the catalog should be exactly how it is stated in question 2 under general information.
   d. Bottom paragraph 1st page add: catalog also available in counseling and career transfer center.
   e. Back page of descriptive summary, for Self evaluation. Dimitrios would like more information from the all the departments regarding department retreats. When, how often and what type of retreats? He needs more intricate information from each department so he can put together the self evaluation.
   f. The committee discussed question 3 of the self evaluation. Dimitrios will have the Descriptive Summary for all four questions and the self evaluation for question 2 by the next meeting date.

Our next meeting will be Wednesday, May 24, 2006 from 2-4 pm in Lib 102

Meeting was adjourned at 3:45 pm