MINUTES – STANDARD IV
Leadership and Governance Strategic Planning Committee
March 24, 2009 (Tuesday)
HUM 101
2:00-3:00

ATTENDEES:  Jason Rey, Gail Zwart, Deborah Tompsett-Makin, Ruth Smith, Diane Dieckmeyer,
Daniel Vega, Jim Sutton, Carol Farrar, Karin Skiba, Bonnie Pavlis, Tom Wagner

INFORMATION

- Jason shared that the self-study was currently being edited by David Mills. He should be
  finished in two weeks.
- Some of the planning agenda items may have been revised/edited and will have to be
  reviewed when the final version of the self-study is available.

REVIEW/COMMENTS REGARDING PLANNING AGENDA ITEMS (See Attached)

Decision-Making Roles and Processes

1. Carol indicated that surveys were completed by students, staff and faculty in Fall 08. This
   will continue to be done each year during the Fall semester. Carol will e-mail the surveys
   and results to all the committee members to review.
2. New faculty orientation is currently handled by Faculty Development (David Mills). The
   committee talked about what role the Academic Senate should play in new faculty
   orientations. It is important that these orientations be held on the Norco campus.
3. There is currently an ad hoc committee through the Academic Senate that examines policies
   and procedures.
4. The campus continues to evaluate through already established surveys.
5. The campus is continuing to formalize our committees.
6. Some organizational charts have been completed. It was suggested that a handbook not be
   created, but instead have the information available on the website as a pdf.
7. The survey process is considered to be a formal evaluation process, along with administrative
   program reviews.

Board & Administrative Organization

1. This item has been completed.
2. This has been completed. The committee commented that Strategic Planning must mesh with
   the budget process.
3. This has also been completed.

DISCUSSION

- The committee discussed the best way to accomplish some of the remaining planning agenda
  items. It was decided that Standard IV is an oversight/governance committee and we should
  contact the corresponding standard that will process any necessary changes, establish policies
  or procedures, etc., through the strategic planning process.

NEXT MEETING – April 28 in HUM 101  2:00-3:00pm
LEADERSHIP AND GOVERNANCE

Planning Agenda – Decision-Making Roles and Processes

1. Continue to survey students, staff, and faculty to monitor what they do and do not know about how the governance process works. (IV.A.1)
2. Improve orientation of new faculty to governance structures and avenues of participation for both full and part time faculty. (IV.A.1)
3. Examine current policies and procedures and the relationship between district and campus based institutional governance structures and propose new policies and procedures as appropriate. (IV.A.2.a)
4. Continue to evaluate the newly established procedures and governance committees responsible for recommending Norco-specific student learning programs and services. (IV.A.2.b)
5. Continue to formalize the relationships between the Norco Strategic Planning subcommittees, the NAPC, and the Norco Academic Senate with its standing committees. (IV.A.2.b)
6. Develop an orientation to governance and a Norco Campus Governance Handbook to clarify the principles, organizational structure, and operating procedures of Norco constituency groups. (IV.A.3)
7. Establish formal processes for evaluating the newly created governance structures. (IV.A.5)

Planning Agenda – Board & Administrative Organization

1. Continue to review and revise the organizational charts and Functions Maps as the district moves to multi college status and as new positions are developed at the campus level to accommodate the need for more administrative support. (IV.B.3.a)
2. Develop an effective individual campus budget using the proposed budget allocation model which operates in concert with campus strategic planning. (IV.B.3.c)
3. Continue to evaluate the new strategic planning processes and the effectiveness of the published district and local strategic initiatives in meeting district and campus educational goals. (IV.B.3.g)