

ACC Meeting Name: Institutional Planning Committee

D R A F T

Date: October 21, 2005

Time: 1:30 – 3:30

Chair: Soon Merz

Location: HBC 201.0

Attendees: Richard Armenta, Bill Carter, Kathleen Christensen, Dwayne Cox, Stephanie Diina-Dempsey, Tyra Duncan-Hall, David Fonken, Paul Revere, Donetta Goodall, Mark Goodrich, Lyman Grant, Gary Hampton, Mary Harris, Kitty Henderson, Kathy Judge, Linda Kluck, Soon Merz, Mike Midgley, Jerry North, Mary Parker, Al Purcell, Charles Quinn, George Reyes, Gaye Lynn Scott, Linda Smarzik, Richard Smith, Marilyn Lee Taylor, Judy Van Cleve, Gerry Tucker, Judy VanCleve, Yvonne VanDyke, and Linda Welsh.

Absent: Tom Applegate, Terry Bazan, Mark Butland, Yolanda Chapa, Matthew Daude, Maggie de la Teja, Ben Ferrell, Mary Gilmer, Mary Hensley, John Herndon, Amber Kelley, Mary Kohls, Lynn Lehle, Imad Mouchayleh, Luanne Preston, Michael Sanchez, Terry Stewart Mouchayleh, Louella Tate, Hazel Ward, Tobin Wiegand, and Linda Young.

Minutes

Agenda Item: Minutes **Presenter:** Soon

Decision: The IPC Meeting Minutes from June 17, 2005 were approved.

Agenda Item: Elect Co-chair **Presenter:** Soon

Discussion:

The IPC members were asked to email Alice Swayze (ally@austincc.edu) with nominations for a co-chair of the IPC Committee by Friday, October 28. Soon will ask all members to vote for the nominees, and then email all the members the name of the co-chair.

Agenda Item: SACS Update **Presenter:** Roslyn

Discussion:

The presentation document is located at <http://www.austincc.edu/oiepub/initiatives/planning/ipc.html>.
The presentation:

1. Provided a brief description of SACS COC and its philosophy of accreditation.

2. Compared the accreditation process under the *Criteria* and the *Principles*.
3. Provided a brief overview of the accreditation process under the *Principles of Accreditation: Foundations for Quality Enhancement*.

Follow-Up items: None

Person responsible:

Agenda Item: SACS Substantive Change

Presenter: Soon

Discussion:

1. ACC has already sent the notification letter to SACS.
2. The College will submit a prospectus to SACS for the South Austin Campus three months prior to the campus opening.
 - A draft copy of the prospectus probably will be ready for review by February.
 - If SACS decides to make a site visit for the Substantive Change, they are allowed to perform a full review. The college should be prepared for that possibility.
 - The College does not have to do a QEP at this time because we are still tied to the alternate self-study. We do need to prepare a progress report for the Strategic Focus.

An IPC member asked what were the recommendations of the SACS alternative study?

- There were specific and nonspecific recommendations for programs.
 - All the specific recommendations were related to implementation of technology. The department has spreadsheets showing what we have done each year to implement those changes.
 - Some of the changes are just being done. There are areas that require input from other departments that still need to be entered. Place holders were inserted so nothing was forgotten. There are still a lot of pieces to add.
3. The College is doing a Substantive Change letter for Distance Learning since some programs provide over fifty percent of courses required for the major.

Agenda Item: VCT Abbreviated Compliance Certification**Presenter:** Soon Merz and Richard Smith**Discussion:**

1. ACC is a member of the Virtual College of Texas, which enrolls students locally to take courses from remote colleges.
2. SACS requires each college in VCT to complete an abbreviated Compliance Certification.
 - o Each “host” college responds to designated SACS principles indicating compliance, partial compliance or not in compliance and provides documentation and a brief narrative to support its response.
 - o The Distance Learning Advisory Committee is working on this document. The schedule for completing host college certifications is as follows:
 - Phase I items – November 30, 2005
 - Phase II items - March 15, 2006
 - Phase III items - April 30, 2006
3. SACS looks at the faculty credentialing of VCT as a whole. IRT is working IT to use the Fortis system to put images and faculty credentials online so host institutions can review them prior to deciding to accept the courses at the their institution.
4. VCT will prepare a Summative Compliance Certification that will highlight any deficiencies in any of the institutions in VCT.

Agenda Item: Review of IPC Functions **Presenter** Soon**Discussion:**

This item was postponed to allow for further consideration until the next meeting.

Follow-Up items: Agenda Item for November **Person responsible:**

Agenda Item: Regional Facilities Master Plan Update **Presenter:** Soon**Discussion:**

Sasaki, a consultant, has been hired to do the Regional Facilities Master Plan. The kick-off visit to ACC will be October 27 and 28.

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Follow-Up items: None **Person responsible:**

Agenda Item:
Discussion:

IPC Proposed Annual Work Plan

Presenter: Soon

The group was given a proposed annual work plan draft to review and make suggestions for upcoming meetings. Additional meetings can be scheduled if necessary.

- Next month IPC plans to present the results from the CCSSE (Community College Survey of Student Engagement). Soon explained the questions that were asked of students on the survey. ACC is at the high end of student/faculty interaction. IPC members are asked to take the survey results back to their area and see how they can use it for improvement.
- Also on November 18 the second agenda item will be the U-LEAD status report, and the third agenda item would be to talk about the general ed. and core curriculum. How assessment is done in general education and core curriculum is an item IPC has to evaluate.
- A question was raised regarding how Instructional Program Review fits with the Master Plan Process. The Quality Enhancement Plan that results from the Instructional Program Review Process can feed into the Master Plan Process either at the unit level or at the cluster group level.

Decision:

Functional area and Cluster Group reports will be moved to the November agenda and U-LEAD and General Ed./Core Curriculum report moved to the February agenda.

November 18 agenda will include

- Planning Model Draft showing the role of the Cluster Groups
- CCSSE

IPC members should email Soon, smerz@austincc.edu any requests to change the IPC work plan.

Follow-Up items:

None

Person responsible:

Other Information

Next Meeting Date: November 18, 2005

Time: 1:30 – 3:30

Location: HBC 201.0

Special Notes: