

**ACC Meeting Name: Institutional Planning Committee
D R A F T Minutes**

Meeting Date: April 21, 2006

Time: 1:30 to 3:30

Location: HBC 201.0

Chair: Soon Merz

Co-Chair: Richard Smith

Members Present: Charles Quinn, Julie Todaro, Imad Mouchayleh, Ross Oliver, Eileen Klein, Kathleen Christensen, Stephanie Diina-Dempsey, David Fonken, Lyman Grant, Tobin Wiegand, Louella Tate, Sandy Gaskin, Gary Hampton, Amber Kelley, Linda Kluck, Soon Merz, Jerry North, Al Purcell, George Reyes, Linda Smarzik, Hazel Ward, Dwayne Cox, Donetta Goodall, Gaye Lynn Scott, Maggie de la Teja, Mary Harris, Richard Armenta, Kathy Judge, and Linda Welsh.

Absent: Bill Carter, Linda Young, Ben Ferrell, Yolanda Chapa, Kitty Henderson, Terry Stewart Mouchayleh, Mike Midgley, Matthew Daude, Marilyn Lee Taylor, Mary Parker, Judy Van Cleve, Tom Applegate, Neil Vickers, William Mullane, Tyra Duncan-Hall, Mark Butland, Lynn Lehle, Mary Gilmer, John Herndon, Terry Bazan, Mark Goodrich, Mary Kohls, Mary Hensley, Richard Smith, Gerry Tucker, and Luanne Preston.

Agenda Item: Welcome

Presenter: Soon Merz

Discussion: Soon welcomed everyone to the meeting.

Agenda Item: Minutes

Presenter: Soon Merz

Decision: The IPC Meeting Minutes from February 17, 2006 were reviewed. Jerry North moved the minutes be approved. Louella Tate seconded the motion. The motion passed..

Agenda Item: Prioritizing Master Plan Budget Requests by Cluster Groups

Presenter: Soon Merz

Discussion:

Soon presented the integration of the Master Plan with the budget for prioritizing new money requests related to Master Plan initiatives.

- Soon demonstrated the Cluster Group leaders' process. Soon requested the Cluster Group Leaders review their new money request. Verify that the request relates to the Master Plan initiative, and then accept or reject the item.
- If an item is rejected, the Cluster Group Leader should inform the unit to let them know the item is not related to the Master Plan initiative. Rejected items go back to the operational budget process.
- Leaders need to prioritize the funding requests that are accepted.
- This should be done next week as the budget system is due to be closed April 30.
- This prioritized list of new money requests will go to the PLT and the President as recommendations for approval.

Agenda Item: New Cluster Group
Presenter: Soon Merz
Discussion: Tabled until September.

Agenda Item: Announcements
Presenter: Soon and Roslyn
Discussion:

1. The Planning Retreat will be our first meeting in September.
 - IPC will be working from updates of the past two years based on the FY06 Master Plan.
 - IPC will review benchmark data.
 - Data from the ICS survey, Closing the Gaps and other relevant information will be shared with the group.
2. Roslyn requested everyone update his or her ULEAD in the database.
3. Roslyn requested that anyone who has been doing an activity for assessment of non-instructional units send her documentation of the assessment. The documentation should show the outcome reviewed, and how this made a difference. The documentation should show the method used to review the outcome so that SACS will understand how non-instructional units are assessed.

Decision/Follow-Up items: Soon will send out choices of possible dates for the Retreat.

Person responsible: Soon

Agenda Item: Update on SACS Activities
Presenter: Soon
Discussion:

Soon and Roslyn have been preparing the South Austin Campus substantive change prospectus for SACS. A draft of the prospectus has been sent to Steve. Roslyn and Soon identified some areas that need updating. The substantive change prospectus is targeted to be submitted to SACS by April 30.

Phase I and II of the VCT Abbreviated Compliance Certification is submitted. Phase III is due April 28.

Decision/Follow-Up items:
Person responsible: Soon

Agenda Item: College Mission Statement
Presenter: Soon
Discussion:

Steve has requested that Soon draft a mission statement that meets the criteria of SACS and the Coordinating Board.

Decision/Follow-Up items: Soon will appoint a subcommittee to create the draft of the mission statement. Soon has mission statement examples from some Texas colleges

available for review. The draft should be submitted to Soon by May 5. The subcommittee will be made up of the following volunteers:

Lyman Grant

Kathy Judge

Linda Welch

Sandy Gaskin

Kathleen Christensen

Donetta Goodall

Gaye Lynn Scott

Dwayne Cox

Tobin Wiegand

Person responsible: Soon

Agenda Item: Update on Internal College Survey

Presenter: Soon

Discussion:

Soon announced that the ICS Online Survey is ready to be released. The College-Wide and Campus-Based Surveys have been combined into one survey with no change to the questions. Julie requested a draft of the survey as she was told that she could change some of the questions when the survey was put online. Several members stated that it would not be good to release the survey so close to the end of the semester as faculty are very busy right now. Gary made a motion to move the survey date to the first week of June. Gaye Lynn seconded the motion. The motion passed.

Decision/Follow-Up items:

- Soon will send a draft of the survey to everyone.
- The survey will be released online in June.

Person responsible: Soon

Agenda Item: Review of Core Indicators Results/Effectiveness Updates

Presenter: Roslyn

Discussion:

Roslyn explained to everyone that the colored handouts are Effectiveness Updates. Roslyn gave a summary of issues that need attention based on these results.

There are three primary issues that need to be addressed.

1. Diversity
 - Hispanic students are under-represented in several measures.
 - On occasion black students are under-represented in several measures.
2. Retention
 - Fall to Fall and Fall to Spring retention rates need attention.
3. Completions
 - Graduation rates
 - Transfers
 - Goal achievement

Soon added that the Effectiveness Measures are core indicators for community colleges. These results are some of the data we will go over at the Retreat. We want to determine why we are below the level and use the information to make data driven planning decisions.

Decision/Follow-Up items:

IPC members should review this information. The data will be used in planning.

Person responsible: Soon

Next Meeting Date: June 16, 2006

Time: 1:30 – 3:30

Location: HBC 201.0