

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

**Meeting Date:** September 29, 2006

**Time:** 9:00 am to 3:00 pm

**Location:** SAC Multipurpose Room

**Chair:** Soon Merz

**Co-Chair:** Richard Smith

**Members Present:** Soon Merz, Richard Armenta, Terry Bazan, David Borden, Lisa Buck, Yolanda Chapa, Kathleen Christensen, Maggie de la Teja, Mariano Diaz-Miranda, Stephanie Diina-Dempsey, Tyra Duncan-Hall, Ben Ferrell, David Fonken, Gary Weseman for Bill Carter, Sandy Gaskin, Mary Gilmer, Donetta Goodall, Mark Goodrich, Lyman Grant, Richard Griffiths, Gary Hampton, Mary Harris, Mary Hensley, Kathy Judge, Amber Kelley, Eileen Klein, Mike Midgley, Imad Mouchayleh, Bill Mullane, Virginia Murillo, Jim Nelson, Luanne Preston, Charles Quinn, George Reyes, Patty Scogin, Richard Smith, Marilyn Lee Taylor, Julie Todaro, Judy Van Cleve, Neil Vickers, Roslyn Wallace, Kathy Walton, Hazel Ward, Linda Welsh, Voncille Wright, and Linda Young.

**Absent:** Linda Kluck, Mary Kohls, Lynn Persyn, Gaye Lynn Scott, Linda Smarzik, Anastasyia Travina, and Cynthia Farias.

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**Agenda Item:** Welcome

**Presenter:** Soon Merz

**Discussion:** Soon welcomed everyone to the first annual IPC Planning Retreat.

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**Agenda Item:** Review of Planning Process

**Presenter:** Soon Merz

**Discussion:** Soon gave an overview of the planning process used for FY06 and the changes for FY07. She reported that the process will not change dramatically and that the only changes will be in having the ability to enter 3 performance indicators with current and target values for each initiative. She also said that there was work being done to bring back information about funded items from the budget system into the Master Plan database.

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**Agenda Item:** Board/President's Priorities & Budget Implications

**Presenter:** Soon Merz and Neil Vickers

**Discussion:**

Soon introduced the Board/President's priorities and emphasized the need to focus on these priorities for the planning activities in order to be in line with what the Board and President will concentrate the College's efforts on.

Neil discussed the relationship of the budget to the Master Plan and answered questions, including the question of how to distinguish whether a funding request should be an operational budget or Master Plan request. Neil suggested that there was some

exploration into creating a system for requesting new technology & capital outlay items similar to the current system for requesting replacements through the College-Wide Technology and Capital Outlays Committee.

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**Agenda Item:** General Overview of Benchmark Data

**Presenter:** Soon Merz, Jim Walker, Roslyn Wallace

**Discussion:**

Highlights of data covering the following areas were presented:

- Population projections
  - Closing the Gaps update
  - College Connection
  - D/F/W (Non-mastery Grades) Report
  - CCSSE (Community College Survey of Student Engagement)
  - NCCBP (National Community College Benchmarking Project)
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**Agenda Item:** Developing Initiatives

**Presenter:** Soon

**Discussion:**

The participants of the planning retreat were assigned to small groups. The small groups were assigned a Board/President's Priority area and asked to work on developing two initiatives (with performance indicators, baseline data, and targets) related to the priority area using the data in the data notebook provided.

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**Agenda Item:** Small Group Reports

**Presenter:** Soon

**Discussion:**

The small groups reported to the full group on their initiatives with their rationales.

**Decision/Follow-Up items:** Soon will send out a summary of the initiatives, performance indicators, baseline data, and targets to the cluster group leaders. Cluster groups will have the option of incorporating any of these initiatives into their Master Plan activities. See below.

**Person responsible:** Soon

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**Agenda Item:** Master Plan Timeline & Retreat Evaluation

**Presenter:** Soon

**Discussion:**

Soon briefly reminded the participants that the timeline had been covered in the Master Plan process discussion.

Soon asked the group for an oral evaluation of the retreat. Most commented that the retreat was beneficial. Several groups remarked that they would continue their small group discussion via email.

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**Next Meeting Date:** October 20, 2006  
**Time:** 1:30 – 3:30

**Location:** HBC 201.0

## IPC Planning Retreat Initiatives Exercises Purple Group

**Initiative #1:** Improve the link between the Program Review process outcomes/recommendations and the Master Planning, Budget Planning, and ULEAD processes.

**Performance Indicators:**

1. 100% of the PR process outcomes/recommendations will be linked to the MP, Budget, or ULEAD processes.
2. 25% of the PR process outcomes/recommendations will gain IPC approval.

**Initiative #2:** Improve the PR process.

**Performance Indicators:**

1. 100% of the Program Reviews will include more than one outside reviewer.
  2. 100% of the Program Reviews will include training of the faculty involved on the purpose and meaning of the PR process as well as how to link to the MP, BP, and ULEAD processes.
  3. 100% alignment between ACC Board policy and the PR process.
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## Red Group

x7353 Luanne Preston  
Facilitator

**Initiative #1:** Meet or exceed 2010 CTG targets for degree/certificate completions for Hispanic/African-American students.

**Performance indicators:** # of Hispanic graduates/completers; # of AA graduates/completers

**Baseline data:** CTG data

**Objective:** Obtain withdrawal information disaggregated by ethnicity.

Current data on degree completers

**Outcome:** HISP serving institution  
Additional \$- attract federal/external funding

**Initiative #2:** Reduce undeclared majors to 13% in AAS and certificate programs by Fall 09

**Performance indicators:** % of undeclared majors in specified categories.

Target 13%

**Baseline data:** Undeclared majors from Fall 2005 ACC (report from OIEA)  
CCSSE Knowledge, skills, personal dev.

**Outcome:**

1. Increased student success
2. Increased degree/certificate completion

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**Blue Group**

**President/Board Priority:**

Continue to expand access and increase enrollment.

**Initiative #1:** Expand the opportunities for non-credit students to transition to credit programs.

- Target marketing materials towards CE/AE students
- Look at enrollment process-make more negotiable
- Look at availability across sites and times.
- Offer non-traditional aid incentives
- Study motivators:
  - Why non-traditional are coming
  - Why non-traditional are not coming
- Incorporate AE & CE into College Reporting Structure

# of students transitioning from non-credit to credit

**Goal:** Baseline data is needed in order to set a goal.

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**Yellow Group**

**Institutional Advancement:**

**Initiative #1:** Increase recognition of ACC and its unique role.

**Outcome:** For people to know more and care about ACC.

**b. Measured by:**

1. Increased partnerships with ISD's
2. Increased contribution to Foundation
3. Increased positive annexation results

**a. Have now:**

1. Memorandums of understanding
2. Agreements with ISD's
3. Successful annexation

**Initiative #2:** Develop and sustain on-going legislative outreach

**Outcome:** legislative action that supports ACC.

**a. Have now:**

1. Laws supporting Community College

**b. Measured by:**

1. Passing line item to support building of new campus.
2. Funding to support HBI

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**Green Group**

**Initiative #1:** Increase the persistence graduation and transfer rates for Hispanic and AA students.

**Performance indicators:**

Effectiveness Measures for African American and Hispanic Students.

- Transfer
- Graduates
- Persistence
  - Fall to Fall
  - Spring to Spring

**Baseline data:**

<u>Graduates</u>		-FTIC- 3 yrs		
ACC	AA 1.7%	H 2.5	W 2.1	
	State 6.0%	state 5.5	state 6.6	

<u>Transfer</u>		-FTIC- 03-04	3 yrs	
ACC	AA 24.3%	H 25.2%	White 38.9%	
	State 37.2%	state 38%	State 49.8%	

Persistence

- 6.6% Fall to Spring Lower than state
- 3.6% Fall to Fall Even with state

**Initiative #2:** Increase the diversity of ACC FT and adjunct faculty to reflect the population of ACC service area.

Service Area (2004): 29% Hisp. 58% White 8% AA 4.5% Asian

FT Faculty Fall 2005

White 78.6%  
Hisp 10.6%

AA 7.7%  
Asian 2.5%

Adjunct Faculty Fall 2005

White 81.5%  
Hispanic 8.1%  
AA 4.1%  
Asian 5.3%

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**Orange Group**

**Emphasis on Environment**

**Initiative #1:** Increase retention of students by enhancing internal communication

- Train faculty on system of success early alert system and referral process.
- Withdrawal rate decreases.

**Initiative #2:** Improve teaching facilities to support student success.

- increased Student and faculty satisfaction with quality of physical environment