

ACC Meeting Name: Institutional Planning Council

Minutes

Meeting Date: October 20, 2006

Time: 1:30 pm to 3:30 pm

Location: HBC Room 502

Chair: Soon Merz

Co-Chair: Richard Smith

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

Absent: Linda Kluck, Mary Kohls, Louella Tate, Gerry Tucker, Lynn Persyn, Linda Smarzik, Anastasyia Travina, and Cynthia Farias.

Agenda Item A: Welcome

Discussion: Soon welcomed everyone to the IPC Meeting.

Agenda Item: New Name and Membership

Presenter B: Soon Merz

Discussion:

Soon explained that the Institutional Planning Committee has been renamed the Institutional Planning Council as of this academic year. Changes in membership for this year are:

- Each Affiliate organization will have one representative member.
 - There will be two student representatives.
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Agenda Item C: Introductions

Presenter: Soon Merz

Discussion:

The members introduced themselves to the entire group.

Agenda Item D: Review of Minutes

Presenter: Soon Merz

Discussion:

1. IPC members reviewed minutes from the April 21, 2006 meeting. Richard Smith made a motion to approve the minutes and Louella Tate seconded the motion.
2. Minutes from September 29, 2006 were discussed.

Decisions:

1. The minutes of the April 21, 2006 meeting were approved unanimously.
 2. Minutes from the September 29, 2006 IPC Planning Retreat were tabled until the next meeting. Linda Welsh and Mariano Diaz-Miranda will draft a sentence to add to minutes regarding the discussion of the need for a long range plan.
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Agenda Item E: Debriefing of Planning Retreat

Presenter: Soon Merz

Discussion:

Soon opened the discussion for comments about the retreat. She stated that she felt that the consensus of the council members present at the retreat was that it was a success.

Mariano Diaz-Miranda said he was surprised by the retention data, because retention rates were about the same throughout the college population. Therefore, retention is not just an issue for underrepresented groups but rather it is a college-wide issue. He also suggested that it would be useful to have the retention data at the discipline level. The various ways of examining retention were also discussed including course completion, withdrawals and semester-to-semester retention. Tyra Duncan-Hall suggested that the retention issue should be part of the program review process and that it should be a major part of planning. Maggie de la Teja reported that linking program review to master planning, along with improving the program review process, had been an initiative identified by the Purple group, the group working with the President/Board's priority: Continue to ensure quality of programs and services.

The group discussed faculty issues concerning program review and some of the problems with the present program review process such as the forms driving the process, key features being left out of the process and that many people view it as just an exercise.

Soon mentioned the program review process is on a one year hiatus so that it can be revised. However, in a recent communication from the chair of the Instructional Program Review Committee (IPR), she had been notified that the committee members did not have any interest in revising the process. Sandy Gaskin mentioned that the IPR committee felt some concern about trying to streamline the program review process too much.

Mariano stated that the faculty has to see that program review will be truly part of the planning of the needs of the programs and that if we are going to have accountability, faculty has to drive assessment.

Linda Welsh and Mariano Diaz-Miranda said the Faculty Senate will be addressing this issue.

Donetta Goodall mentioned the importance of focusing on program outcomes and that she would also like to see program review truly part of the planning process.

Soon agreed it is important to integrate program review and assessment into the planning and budgeting process. IPC, as a group, has an opportunity to help make program review part of the planning and budgeting process. Soon suggested that the program review process could be based on the SWOTs done by the programs.

Imad asked the council to give him the opportunity to present the new version of his 'risk management process' that will bring a considerable added value to the program review process. The presentation is to give program review an alternative to SWOTs by providing a more comprehensive and complete process.

It was obvious that the topic of revisions to the program review process was of interest to the group. Soon proposed that the IPC schedule a program review discussion as an agenda item at a subsequent meeting.

Decision:

IPC will schedule a time to discuss the program review process further during another meeting. (March meeting—see annual plan)

Imad will present his risk management process to IPC at another meeting. (February meeting—see annual plan)

Agenda Item F: Discussion of FY 2008-10 Master Plan Activities

Presenter: Soon Merz

Discussion:

1. Soon said that Cluster Groups will have until November 17 to develop initiatives and enter them in the Master Plan database.
 - Kathleen requested an extension of the deadline.
 - Cluster Groups can develop up to 5 initiatives
 - Cluster Groups can develop up to 5 objectives per initiative (except for credit instruction)
 - the master plan database has been enhanced to allow up to four performance measures.

2. Roslyn and Soon showed a demo of Master Plan database changes.
 - Soon showed various reports that are now available.
 - Soon noted that the Master Plan site is better organized and cross-linked.
 - Roslyn demonstrated how Cluster Groups first select a priority from the drop down list, and then select a goal from the drop down list.
 - Soon explained to the group that they should type in a meaningful but short initiative title. Then use the description field to explain the intent of the initiative.

- Roslyn demonstrated the steps for adding additional objectives and performance measures
 - Soon is working with IT to integrate the Master Plan with ULEAD.
 - Neil reported he is working on a report that budget authorities can use to determine what has been funded, but it is not ready to be published at this time. Call Neil at 3-1078 if you are unsure which initiatives (or components) were funded. He also stated he will provide an Excel sheet specifying what has been funded for OIEA to post.
 - Roslyn said to call her at 3-7585 if you have Master Plan or ULEAD database issues. She reminded the Cluster Group Leaders to post their meeting minutes to the Master Plan development web site or send them to OIEA to post for SACS documentation.
3. Soon stated that she would like to develop the Master Plan narrative for the FY 08-10 Master Plan document as soon as possible.
 - She would like the narrative sections completed by December or January.
 - Soon asked for volunteers to rewrite sections of the document. Bill Mullane suggested that it would be more efficient for people to rewrite their own sections. The overall purpose is to make the narratives more recent to reflect the President's and Board's priorities.
 4. Soon would like the Cluster Group Leaders to give a brief presentation of their initiatives before the prioritization process so that IPC has more information before voting on the initiatives.

Decisions:

- Deadline for entering Master Plan initiatives and objectives into the database is December 6, 2006
- Narrative sections of the Master Plan document should be completed and submitted to Soon by December or January.
- The group decided to meet for the initiative presentations December 8 at 9 am. (see revised *ACC Planning Calendar*)

Agenda Item G: Evaluation/Assessment of FY 2007-09 Master Plan

Presenter: Roslyn

Discussion:

Roslyn demonstrated the ULEAD database. Cluster group initiatives for Master Plan 2007-09 have already been entered into the database. To access and write in the ULEAD, use your email user ID and password.

To integrate an evaluation piece with planning, Soon asked that at future IPC meetings cluster groups present a quick status report of the impact of funding they received for Master Plan 2007-09 initiatives.

Decisions:

- Cluster groups will need to formulate and enter into ULEAD a plan for collecting the data that they will need to determine whether their proposed targets were met.
 - Cluster groups will also need to enter the results of their assessments by June 15, 2007.
 - All cluster groups will implement assessment plans for the initiatives listed in the 2007-09 Master Plan (and thus in ULEAD) whether or not the initiative objectives were funded.
 - Richard Smith volunteered to give the first presentation in February, on the initiatives related to technology. Soon said that in March, credit instruction would present, and in April, Student Services and External Affairs would present.
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Agenda Item H: IPC FY07 Annual Work Plan Draft

Presenter: Soon

Discussion:

The group read the IPC work plan and agreed on the following changes and additions to the work plan.

Decisions:

Changes: The November meeting will be moved to December 8, 2006

Additions:

- February 16, 2007 Presentation on risk management process by Imad.
Neil wants to highlight at this meeting that budget database opens February, 26 2007, that is almost a full month earlier than in previous years and that it will also close earlier.
 - March 23, 2007 Program Review Process Discussion
 - July 20, 2007 Presentation of Legislative Report by Richard Armenta
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Agenda Item I: Announcements

Presenter: Soon

Discussion: There were no announcements.

Agenda Item J: Adjourn

Presenter: Soon Merz

Discussion:

The meeting was adjourned at 3:30 pm.

Next Meeting Date: December 8, 2006 **Time:** 9:00 – 11:00