

# **ACC Meeting Name: Institutional Planning Council**

## **D R A F T Minutes**

**Meeting Date:** February 16, 2007

**Time:** 1:30 pm to 3:30 pm

**Location:** HBC Room 201

**Chair:** Soon Merz

**Co-Chair:** Richard Smith

**Members Present:** Soon Merz, Terry Bazan, Stephanie Diina-Dempsey, Kathleen Christensen, David Fonken, Sandy Gaskin, Donetta Goodall, Lyman Grant, Richard Griffiths, Judy Van Cleve, David Borden, Eileen Klein, Gary Hampton, Kathy Judge, Imad Mouchayleh, Charles Quinn, Richard Smith, Jim Nelson, George Reyes, Patty Scogin, Mark Goodrich, Marilyn Lee Taylor, Terry Bazan, Voncille Wright, Kathy Walton, Hazel Ward, Linda Welsh, and Gaye Lynn Scott., Luanne Preston, Julie Todaro, Lisa Buck, Amber Kelley, Gerry Tucker, Richard Armenta, Roslyn Wallace, Mary Harris, Mary Hensley, Anastaysia Travina, Linda Kluck, and Mary Kohls.

**Absent:** Yolanda Chapa, Louella Tate, Mariano Diaz-Miranda, Mary Gilmer, Lynn Persyn, Ben Ferrell, Bill Mullane, Gary Weseman, Linda Young, Linda Smarzik, Mike Midgley, Virginia Murillo, Neil Vickers, Maggie de la Teja, and Cynthia Farias.

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### **Agenda Item A:** Welcome

**Discussion:** Soon welcomed everyone to the IPC Meeting. Introductions were made around the room.

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### **Agenda Item B:** Review of Minutes

**Presenter:** Soon Merz

**Discussion:**

IPC members reviewed minutes from the December 8, 2006 meeting.

**Decisions:**

Richard Smith made a motion to approve the minutes. The minutes were unanimously approved.

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### **Agenda Item C:** Presentation: Update on FY 2007 Progress Towards College-wide Goals – Technology

**Presenter:** Richard Smith

**Discussion:**

Richard stated that Technology has made significant progress for the year. The report on progress toward the recommendations of the Strategic Focus is due to be submitted in March.

Progress toward Strategic Focus goals include the following:

- Multimedia classroom installations have been made at EVC, SAC and CYP. The budget for \$60,000 plus \$30,000 from IRT provided 21 additional classroom installations. This year the \$100,000 allocation provides for 23 classroom installations after Spring Break.
- Online testing system that includes a server, software, and computers for the Testing Centers has been purchased:
  - Provides secure testing.
  - Beneficial for departments that use the same tests
- The Technology Replacement Plan now provides:
  - Desktop replacement plan – 3 years
  - Laptop replacement plan – 3 years
  - Server replacement plan – 5 years
  - Printer replacement plan – as needed
  - Video projector replacement plan – 3 to 5 years

Information Technology improvements:

- Helpdesk improvements (*Remedy* system upgrade and hiring additional hourly support)
- Authentication system – LDAP will be live May 18, 2007
  - Wireless will be available after LDAP installation in some areas.
    - common areas
    - student lounges
    - faculty offices
  - Wireless will not be in classrooms
  - LDAP allows Blackboard Snapshot full download of every faculty and student.
- Upgrades to Infrastructure
- Extensive server upgrades
- Credential imaging
- Storage area upgrades

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**Agenda Item D:** Spring 2007 Internal College Survey Administration Update

**Presenter:** Soon Merz

**Discussion:**

Soon announced that the ICS annual survey questionnaire will be ready to distribute March 5th. The target is to have all surveys completed by Spring Break. The survey is web based and in the same format as the last ICS survey.

Soon said that OIEA will be looking at the data differently this year, calculating response means.

Question: Soon asked members for feedback on the previous ICS web survey

Response: Several members requested that the office descriptions be placed on the rating page.

Soon requested that members encourage everyone in their area to complete the survey.

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**Agenda Item E:** Budget

1. Master Plan Initiatives

- a. Dr. Kinslow allowed Master Plan initiatives with a priority vote of nine or higher to be moved to the budget. Funding for these initiatives still has to go through the budget approval process. Dr. Kinslow will decide which initiatives are approved for funding and the amount of funding.
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**Agenda Item F:** Announcements

The March 23, 2007 meeting agenda will include:

1. Presentation on Update of FY 07 goals for college-wide credit instruction (credit, general education, and program review).
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**Next Meeting Date:** March 23, 2007

**Time:** 1:30 – 3:30

**Location:** HBC 201.0