

## ACC Meeting Name: Institutional Planning Council Minutes

**Meeting Date:** August 31, 2007

**Time:** 9:00 am to 1:00 pm

**Location:** Eastview Multipurpose Room

**Chair:** Soon Merz

**Members Present:** Richard Armenta, Terry Bazan, David Borden, Yolanda Chapa, Kathleen Christensen, Maggie de la Teja, Ivan Doyle, Ben Ferrell, David Fonken, Sandy Gaskin, Mary Gilmer, Donetta Goodall, Lyman Grant, Richard Griffiths, Gary Hampton, Mary Harris, Amber Kelley, Eileen Klein, Mary Kohls, Linda Kluck, Soon Merz, Mike Midgley, Bill Mullane, Jim Nelson, Luanne Preston, Charles Quinn, George Reyes, Terry Thomas, Susan Thomason, Gerry Tucker, Roslyn Wallace, Hazel Ward, Gary Weseman, Kirk White, Voncille Wright, Linda Young

**Absent:** Lisa Buck, Stephanie Diina-Dempsey, Mariano Diaz-Miranda, Sharon Frederick, Mary Hensley, Brette Lea, Imad Mouchayleh, Virginia Murillo, Lynn Persyn, Gaye Lynn Scott, Linda Smarzik, Richard Smith, Louella Tate, Marilyn Lee Taylor, Julie Todaro, Judy Van Cleve, Neil Vickers, Linda Welsh, Josh Whitcomb

---

**Agenda Item:** Welcome & Introductions

**Presenter:** Soon Merz

**Discussion:**

Soon welcomed everyone to the second annual IPC Planning Retreat.

---

**Agenda Item:** President's Remarks

**Presenter:** President Steve Kinslow

**Discussion:** President Steve Kinslow welcomed and thanked IPC members for their participation and the OIEA staff for preparing the retreat. President Kinslow then discussed a list of Board/President's Priorities in eight broad categories for 2007-2008: 1) Continue Focus on Student Success; 2) Continue to Ensure Quality of Programs and Services; 3) Continue to Focus on Quality Teaching/Learning Environment; 4) Continue to Expand Access and Increase Enrollment; 5) Continue to increase Diversity of Students, Faculty, Staff; 6) Continue to Enhance Facilities; 7) Institutional Advancement; 8) Continue to enhance Trustee/President Communications. President Kinslow also shared with the members a document titled, "Aligning Vision and Function: ACC's Model," that depicts how the Master Plan integrates into college operations.

---

**Agenda Item:** Meeting Objectives

**Presenter:** Soon Merz

**Discussion:**

Soon outlined the objectives of the planning retreat and explained the organization of the data in the notebooks and the Fact Book.

---

---

**Agenda Item:** Vision & Mission Statement Revisions

**Presenter:** Soon Merz

**Discussion:**

Soon discussed the possible revisions to the vision and mission statements.

---

**Agenda Item:** Data Presentation

**Presenter:** Roslyn Wallace, Richard Griffiths

**Discussion:**

Highlights of data covering the following areas were presented:

- Critical Success Areas/Core Indicators of Effectiveness
  - Several people were dissatisfied with the report because the results were presented for the performance measures as they were written.
  - Our current core indicators lack specific performance measure language, and are over 10 yrs. old. They need to be revised to reflect the changes in accountability requirements and our mission.
- National Community College Benchmark Project
  - Roslyn called attention to the 10 best and worst performance items for ACC. There was discussion about the issues of retention, withdrawals, and student success. These areas need attention at least equally as access.
- Community College Survey of Student Engagement(CCSSE) and Community Faculty Survey of Student Engagement (CCFSSE)
  - Rich thanked everyone for supporting the implementation of the CCSSE and CCFSSE this spring. The response rate for the CCFSSE of 42% was well above the national average and the CCSSE survey achieved a 62% “percent of target” rate. Rich then presented the perceptions of faculty and students regarding 10 key issues.

---

**Agenda Item:** Seven Wonders of ACC Questions

**Presenter:** Soon

**Discussion:**

The participants of the planning retreat developed a list of questions with Soon acting as a facilitator regarding key planning issues facing the college. The Master Plan initiatives will be based on these questions which are intended to be directly related to and supportive of the Board/President’s priorities. The goal of the IPC meeting in September will be to further refine these questions.

# Seven Wonders Questions from Retreat

## WHICH OF THESE QUESTIONS IS IMPORTANT???

How do we work smarter to manage our workload and accomplish these initiatives?

How do we communicate better internally to more efficiently collaborate and work together to accomplish our goals?

Can technology answer some of these questions, especially when we're trying to communicate with students?

### 1. CONTINUE FOCUS ON STUDENT SUCCESS

How can we ensure distance learning success rate are at the same or greater level as those of students in the classroom?

I wonder how we can integrate the value of career development into entire ACC curriculum.

I wonder how we can be more effective in the academic advising of students to support their success?

I wonder how we can better manage student expectation of college level work time commitments. How can we set students up for success by communicating to them what to expect when they get to college?

I wonder how we can create vertical alignments to ensure college readiness for AE students?

I wonder how we can help student realize that they need to stick to their degree plans?

How can we articulate with 4-year universities statewide particularly our feeder institutions?

How can ACC better coordinate with K-12 schools to help them better prepare their students for college?

### 2. CONTINUE TO ENSURE QUALITY OF PROGRAMS AND SERVICES

I wonder what programs and services we provide for student are quality programs and services and how we can replicate them throughout the college?

### **3. CONTINUE TO FOCUS ON QUALITY TEACHING/LEARNING ENVIRONMENT**

How do we better support faculty as they assess student learning outcomes at both the course level and the program level?

What nontraditional teaching methods can teachers explore in the future to improve student success?

I wonder how we know what our students are learning and where our programs are failing them? (may need to in another area)

How do we encourage more study groups?

How do we provide the appropriate training for faculty and support staff in educational education technology areas to support students?

How do we improve career advancement opportunities for staff?

What are the characteristics of a quality teaching and learning environment?

### **4. CONTINUE TO EXPAND ACCESS AND INCREASE ENROLLMENT**

How do we expand access to childcare?

I wonder how we can increase the access and retention of African American males at ACC?

How do we focus on expanding access and increasing enrollment and still maintaining high academic standards?

I wonder how we can meet the learning needs of our diverse students, particularly our underrepresented students?

How do we finance the type of support services necessary for the success of underrepresented students?

How can we offer distance learning opportunities that are outside the traditional semester begin and end dates?

## **5. CONTINUE TO INCREASE DIVERSITY**

How do we increase our outreach to the seniors in the community?

How do we create or engender institutional support for increasing diversity at all levels of the institution? How do we accomplish that in a non-threatening manner?

How do we collaborate with P-16 to align our curriculum toward the success of all students?

## **6. CONTINUE TO ENHANCE FACILITIES**

How do we make space available for major renovations and improvements while we're increasing enrollments?

How do we establish partnerships with those in the community who can provide space for classrooms?

How do we provide state of the art facilities for our arts programs especially on our existing campuses?

## **7. INSTITUTIONAL ADVANCEMENT**

---

**Agenda Item:** IPC 5-year Plan

**Presenter:** Soon Merz

**Discussion:**

The purpose of generating a 5-year plan is to help the IPC stay focused on the goals identified in the plan throughout the 5-year period and particularly as part of the Master Plan process. The goal is to have a draft of a plan by March or April. Soon also mentioned the possibility of creating IPC subcommittees to deal with some of the questions/issues generated. Other issues discussed included the nature and extent of planning at ACC by other ACC areas such as facilities and technology and the need to integrate them into the Master Plan and also communicate this information widely across the college.

---

**Next Meeting Date:** September 21, 2007

**Time:** 1:30 – 3:30

**Location:** HBC 201.0