

ACC Meeting Name: Institutional Planning Council

Draft Minutes

Meeting Date: February 20, 2009

Time: 1:30 pm to 3:30 pm

Location: HBC Room 201

Chair: Soon Merz

Members Present: Richard Armenta, Terry Bazan, Nicole Bell, David Borden, Stephanie Diina-Dempsey, Dan Dydek, Rich Griffiths, Stan Gunn, Gary Hampton, Mary Harris, Mary Hensley, Amber Kelley, Eileen Klein, Linda Kluck, Soon Merz, Mike McCarthy, Adam Oliphant, Suzanne Ortiz, Luanne Preston, Charles Quinn, George Reyes, Rebecca Robinson-Francis, Gaye Lynn Scott, Linda Smarzik, Julie Todaro, Roslyn Wallace, Hazel Ward, Kirk White,

Guest: Christy Berry, A&R

Absent: Brad Burnett, Yolanda Chapa, Kathleen Christensen, Deborah Feldman, Ben Ferrell, David Fonken, Virginia Fraire, Sharon Frederick, Lyman Grant, Mary Kohls, Laura Juarez de Ku, Brette Lea, Mike Midgley, Don Morris, Imad Mouchayleh, Bill Mullane, Jim Nelson, Richard Smith, Louella Tate, Susan Thomason, Gerry Tucker, Neil Vickers, Kathy Walton, Linda Young, Voncille Wright.

Agenda Items 1: Welcome

Presenter: Soon Merz

Discussion:

Soon welcomed everyone to the IPC Meeting and reviewed the agenda.

Agenda Item 2: Institutional Effectiveness Overview

Presenter: Roslyn Wallace

Discussion:

Roslyn presented a handout

http://www.austincc.edu/oiepub/initiatives/planning/ipc/2008-09/022009_mm_Assessment%20overview.pdf of ACC's institutional effectiveness processes to show the connections among Master Planning, Student Learning Outcomes, assessment, Institutional Program Review and Support Services Review. work and how they are connected.

Decisions:

Agenda Item 3: Support Services Review Process

Presenter: Mike McCarthy

Discussion:

Mike gave a presentation explaining the Support Services Review (SSR) process.

The presentation is located online at

http://www.austincc.edu/oiepub/initiatives/planning/ipc/2008-09/022009_mm_SSROverview2.4.pdf

Soon said that she would really like the college community to embrace this process for examining the Support Services we provide and the areas we can improve.

The SWOT analysis should include your major stakeholders. You would want students, faculty, and external people that you may serve to participate. The SSR process also meets SACS requirements.

Question: Who are the SWOT facilitators? Are they within the department?

Answer: OIEA staff and others we have trained to be facilitators. If you are interested in being a facilitator we are willing to train you. We prefer that you have a facilitator external to your unit.

We are in the process of getting the SSR approved. Once approved, implementation plans will be put in place.

Agenda Item 4: IPC Prioritization/Voting Process

Presenter: Soon Merz

Discussion:

Soon gave a demonstration of the online prioritization/voting process.

She said that after the meeting on March 27th, we will ask you to prioritize the initiatives.

Agenda Item 5: Whuz Up?

Presenter: Members

Discussion:

Department	Comment
Early College Start/College Connection	<ul style="list-style-type: none">• We are busily working at what is now our routine with early college start and college connection. We have 58 high schools in our service area which is the size of New Jersey.
Student Government Association Representative	<ul style="list-style-type: none">• Phi Theta Kappa our honor society is fixing to go to the regional convention in about two weeks and the national convention in about a month. So that should be interesting.• The Students Environmental Club is about to start on

	<p>their second 24 hours to empower bike ride. Basically, they have shifts and ride bikes throughout Austin to raise money to fight poverty by giving money to different organizations that pass out micro loans.</p>
Student Services (CYP)	<ul style="list-style-type: none"> • CYP is starting an informal initiative with Williamson County to try to enhance the transition of ABE and GED students coming into our system because they are outside the existing area. We will be working with Dave Zeria. • We are starting a pilot called Achieve that will target students that are in two or more developmental areas. We are writing a grant for that right now. We are in the process of trying to get the software in place which is sort of a counselor case management project. Initially we are going to work with students in the developmental classes but we will expand that to other at risk populations. There are several others but these are the two that come to my mind right now.
Student Services (PIN)	<ul style="list-style-type: none"> • We are working on our shuttle system and notifying students about the fact that there is a shuttle. We are modifying it; we will no longer have the Berger Center as a pickup point. We are trying to reduce the time from 30 minutes to 15 minutes.
Health Sciences	<ul style="list-style-type: none"> • Our news is that we are starting an Associate of Applied Science degree in medical coding, effective in the Fall. It is really Associate of Applied Science degree in Health Information Technology.
Classified Employees Association	<ul style="list-style-type: none"> • In the next two weeks we will be putting on the Great Celebration of Teaching Retreat for faculty as well as our leadership academy institute. They will be visiting the capitol.
Full-Time Faculty Senate	<ul style="list-style-type: none"> • The Faculty Senate has created an ad hoc committee to investigate the creation of an Office of Ombudsman at ACC and if approved by the Senate, I guess that recommendation would go forward to appropriate stakeholder groups inside the institution. The Academic Affairs Committee of the Faculty Senate is launching an investigation and assessment of ECS from the pedagogic perspective. This investigation will be done from the faculty perspective independent of the administration and then brought to the Administration and the Board and other stakeholder groups. • We are setting up for elections so if you know anybody that would like to be elected to the Faculty Senate, tell them to look for a nomination form.

<p>Computer Studies and Advanced Technology</p>	<ul style="list-style-type: none"> • RVS has had its first solar array installed, which we are very excited about. Thank you, Continuing Education through a grant. Part of that grant is through Department of Energy. There is going to be a ceremony to dedicate this solar array March 5th. We hear rumor that it could be turning into a national event, a national PR event which we will not know until a couple of days in advance which is making Marketing insane. The Department of Energy will make an announcement about one of their packages.
<p>Adult Education/ESL</p>	<ul style="list-style-type: none"> • We always have a million projects going on, we have a grant we are working on with the Grants Department for a STEM (Science, Technology, Engineering, Math) program for Adult Education students that are going in to Math and Science. • The drop-out program we are doing with Developmental Education is going well. A lot of those students are now taking college credit core curriculum courses. • We are going to have our annual job and career fair at EVC the first week in March. • We recently got an award from the state, what they call a Gold Award for our physics program. This means we hit all our performance measures.
<p>Workforce Development Center</p>	<ul style="list-style-type: none"> • I want to add on to the solar array program. There are actually two; there is one going on at the RGC in the Physics Department. Then we have a larger solar array installation at RVS by May because the grant will be over. It will be installed on the round turret space on the building that has the bookstore – you know that round area – you know that patio where no one can go because it is too hot. The panels will cover that so it should make it more functional, plus it will be very visible. The two that are going in now are funded by Solar Schools through the City of Austin. The second one is funded by the Texas Workforce Commission, then through the rebate program in the City of Austin. • The only other thing, I got an email from one of my coordinators today, we don't often hear what our CE students do after they leave us, but evidently the employee that works for the Chamber of Commerce who designed a nationally recognized part of their website that talks about that talks about "Are You Ready for College" has received national recognition for that website. That was one of our web master students in CE.

ACC Foundation	<ul style="list-style-type: none"> • Students beginning this spring can apply for all scholarships online; we tested it in the fall. The deans and department chairs will be getting information about that.
Grant Development	<ul style="list-style-type: none"> • We have been working with Soon and Mary Harris on Achieving the Dream application that is due next week. For those of you who don't know Achieving the Dream is a two year initiative where the college will be able to look at data and examine data, looking for gaps in student performance, looking at support services, identifying interventions and looking at policies and coming up with new initiatives. This is a good opportunity for the college. It also includes coaches that will come to ACC and work with the core team. It will be interesting.
Student Assistance	<ul style="list-style-type: none"> • We have been working busily with the College Connection activities, <i>Financial Aide Saturdays</i>. Starting mid-January through March we will continue to do these workshops. • Of course, with the economy we see our applicant pool continue to increase. Just through the Spring semester we were already at 22% increase in our disbursements, and we are seeing a hike in the number of students that are applying. Of course, parents being laid off and all that, we do expect to see an increase for the Fall. We are already starting the process of working our applications for the Fall. We will soon start sending out the award letters for that.
Social & Behavioral Sciences	<ul style="list-style-type: none"> • I want to introduce Christie Berry. Christie is in the Leadership Academy this year and wanted to come to some of the meetings I get to come to. I'm not sure she wanted to but she pretended she did. • In Social and Behavioral Sciences along with Eileen we are going to have some new opportunities. We are going to have an Associate of Applied Science, as well as a Level I, and Level II certificate in Geographic Information Systems. So we are excited about that opportunity. • Our education instruction students are working with ESOL students who have been teachers. They are getting together and learning what it is like to be a teacher in different cultural settings and that sort of thing. So that is an interesting project. • We are also working a grant from the Texas Workforce Commission that tries to insert service learning in to STEM areas to encourage teachers to be

	teachers in those areas. • I have three disciplines that are going through Program Review this year so we have lots of SWOTs.
--	--

Meeting adjourned at 3:30

Next Meeting Date: March 27, 2009

Time: 11:00am to 3:00pm

Location: EVC, Room 8123