

## ACC Institutional Planning Council Meeting

Meeting Date: March 27, 2009  
Meeting Time: 11:00 am to 1:30 pm  
Location: EVC 8123

Members present: S. Merz, D. Fonken, R. Griffiths, M. McCarthy, A. Kelly, Y. Chapa, K. Walton, K. White, N. Bell, S. Ortiz, A. Oliphant, T. Bazan, L. Kluck, G.L. Scott, H. Ward, M. Hensley, S. Diina-Sempsey, E. Klein, V. Fraire, V. Wrigth, L. Salazar, L. Smarzik,  
Absent: B. Ferrell, M. Midgley, G. Tucker, R. Smith, R. Armenta, S. Gunn, L. Young, G. Hampton, L. Grant, C. Quinn, J. Todaro, D. Borden, L. Preston, B. Lea, L. Tate, G. Reyes, M. de la Teja, L. Kluck, W. Mullane, N. Vickers, M. Harris, I. Mouchayleh, d. Dydek, D. Feldman, D. Morris, S. Thomason, R. Robinson-Francis, n. Bell, B. Burnett, L. Juarez de Ku, S. Frederick, M. Kohls

Item 1: Welcome and introduction

Presenter: Co-Chair S. Merz

IPC Co-Chair S. Merz made introductory remarks noting that this is the pilot year for including costs for initiative objective in the Master Plan. She does not anticipate major changes in the near future. Soon noted there were fewer initiatives this year, probably due to the economy. She thought that it was important to use the Master Plan, nonetheless, to identify needs. Soon welcomed comments on the process to identify what works well and what could be improved.

Item 2: Dedicated classroom space for CE on all campuses

Presenter: Kirk White

Executive Director Workforce Development Center Kirk White noted that Continuing Education served 23,000 enrollments in CE last year and he projects increased enrollments for the upcoming year. Kirk reminded the group that CE works under a business model and, except for facilities, has to pay its expenses entirely from tuition and fees.

With the exception of HBC and space planned at the Round Rock Campus, CE has no consistent classroom space available to current or expanded course offerings. The Non-Credit Instruction Cluster Group proposes expanding CE instructional capacity to align with Closing the Gaps enrollment targets by setting aside dedicated classroom space at ACC campuses for CE use. The proposal comes forth with no request for funds. In the discussion following, it was suggested that CE become involved with Facilities Master Plan and take advantage of evening and weekend times to acquire additional space.

Item 3: Program coordinator position for Teacher Certification Program

Presenter: Kirk White

Kirk seeks an additional two CE coordinators to meet workloads due to increased enrollments in the Teacher Certification Program. The proposal comes forth with no request for funds. Director White has fiscal resources to do the hire and seeks IPC support to do so. Director White noted that CE ended the last fiscal cycle with \$480,000 which was remitted to the college.

Item 3: Increase success of developmental education students

Presenter: Hazel Ward

Dr. Ward requests \$5000 for professional development enhancements, including software, workshops, conferences, and site visits to other colleges for faculty members of the reading department.

Item 4: Orientation Advisory Program Committee

Presenter: Kathleen Christensen

Dr. Christensen proposes creating the Orientation Advisory Committee to review current trends and issue that affect community college students. The proposal comes forth with no request for funds.

Item 5: Increase Transfer and Graduation Rates

Presenter: Kathleen Christensen

Dr. Christensen noted that many students come to ACC intending to transfer. Notwithstanding, transfer rates are very low. The proposal is for hiring of an additional Student Services staff member to coordinate and execute college-wide transfer recruitment and transfer advising. ACC receives more than 200 requests each year for recruiter visits. Each visit requires coordination with campus managers, parking, and other details. The proposal requests \$36,169 for the new staff member.

Item 6: Streamline Enrollment Processes

Presenter: Kathleen Christensen

Dr. Christensen proposes hiring additional staff members to process VA checks that used to go directly to students but now go through ACC. Workload associated with veterans has increased 100% but ACC VA staff has not increased in 12 years. Occasionally, VA offices need to close their doors to deal with the backlog of work. The proposal comes forth with a request for \$86,779 to hire staff.

Item 7: Admissions and Records Technology Supervisor

Presenter: Kathleen Christensen

Dr. Christensen proposed hiring an additional staff member who is expert in DATATEL to bridge departmental issues to Information Technology with regard to the common application process, high school transcripts, and the communications module. DATATEL is a demanding application that requires trained programmers to properly implement. The proposal comes forth with a request for \$47,610 to hire staff.

## Item 8: Increase Access and Success of At-Risk Students

Presenter: Kathleen Christensen

Dr. Christensen proposes hiring a Men of Distinction (MOD) Coordinator to develop and implement a program to recruit, retain, and transfer African American men. It was noted that the MOD program in its first year had an 83% retention rate compared to 64% overall. The proposal comes forth with a request for \$163,000 to hire a coordinator and cover other program costs through 2012.

## Item 9: Closing

Presenter: Soon Merz

Soon reviewed the online voting procedure and noted that the results would be forwarded to the President. Soon suggested the zero-cost items would likely be approved in any case so could be removed from the list of proposed initiatives, leaving 5 initiatives. Student representative Adam Oliphant suggested we prioritize all proposals for Presidential consideration. With five items the IPC members will have three votes each.

Adjourn: 1:30 pm