

# ACC Meeting Name: Institutional Planning Council

## Minutes

**Meeting Date:** September 19, 2008

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

**Location:** HBC Room 201

**Chair:** Soon Merz

**Members Present:** Richard Armenta, Terry Bazan, David Borden, Kathleen Christensen, Stephanie Diina-Dempsey, Dan Dydek, David Fonken, Sharon Frederick, Sandy Gaskin, Stan Gunn, Gary Hampton, Mary Hensley, Amber Kelley, Mary Kohls, Linda Kluck, Mike McCarthy, Jim Nelson, Adam Oliphant, Suzanne Ortiz, Charles Quinn, George Reyes, Rebecca Robinson-Francis, Gaye Lynn Scott, Linda Smarzik, Louella Tate, Marilyn Lee Taylor, Gerry Tucker, Roslyn Wallace, Kirk White, Voncille Wright,

**Guest:** Lara Niles

**Absent:** Yolanda Chapa, Maggie de la Teja, Ben Ferrell, Lyman Grant, Mary Harris, Eileen Klein, Brette Lea, Soon Merz, Mike Midgley, Don Morris, Imad Mouchayleh, Bill Mullane, Luanne Preston, Richard Smith, Susan Thomason, Julie Todaro, Neil Vickers, Hazel Ward, Linda Young

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### **Agenda Items 1:** Welcome & Introductions

**Presenter:** Roslyn Wallace

#### **Discussion:**

Roslyn welcomed everyone to the IPC Meeting. Council members introduced themselves to the group for the benefit of the new members.

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### **Agenda Item 2:** Purpose and Context of the Institutional Planning Council

**Presenter:** Roslyn Wallace

#### **Discussion:**

Roslyn provided a handout of the purpose of the IPC and SACS-COC Core requirements related to planning that are the context for the IPC's work.

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### **Agenda Item 3:** Elect Co-chair

**Presenter:** Roslyn Wallace

#### **Discussion:**

Roslyn asked for candidates or volunteers to serve as co-chair of the council for this year. This position will require the co-chair meet once a month with Soon, Roslyn and Mike to discuss the IPC agenda. Mary Kohls *volunteered* to serve as co-chair.

**Decisions:**

Mary Kohls was elected by acclamation to serve as co-chair for this year.

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**Agenda Item 4: Key Points and Timeline of Master Plan Development Process**

**Presenter:** Rich Griffiths

**Discussion:**

Rich presented the FY2009 Master Planning Process Description and Timeline (Draft).

Several members had questions about the new RRC budget: Sandy inquired if it would be included in this budget (FY 20110 – 2012), as the campus will need to start hiring and purchasing. Kathleen asked if a special part of the budget could be approved specifically for the new campus.

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**Agenda Item 5: –APAD – Abbreviated Post Activity Debriefing**

**Presenter:** Roslyn Wallace

**Discussion:**

Roslyn divided the members into six groups to conduct an APAD exercise. She explained the purpose of this task is to get feedback to use to make improvements to the Master Plan. Each group made a list answering the following questions.

- What went well?
- What could have gone better?
- What did we learn?/What would we do differently?

The groups shared their responses with the Council as a whole.

Roslyn said the results would be typed up, grouped thematically, and emailed to all members. Roslyn said that the Council will address improvements as possible.

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**Agenda Item 6: Announcements**

**Presenter:** Roslyn Wallace

**Discussion:**

- Roslyn announced that the IPC Planning Retreat will be on Halloween, October 31<sup>st</sup>, 9:30 to 2:30 at the SAC, Room 1130.
- Members were encouraged to come in costume.
- The notebooks will contain essentially the same data reports as last year but there will be a few new things.
  - ACC Snapshot

- Noel Levitz results
- There will be a demonstration of the enhancements to the ACC Master Plan database.
- Cluster Group leaders will give creative presentations of progress to date on initiatives from last Master Plan. (costumes/skits/visuals?)

**Agenda Item 7:** Member comments

**Presenter:** Roslyn Wallace

**Discussion:**

Roslyn asked members to share with this group what was going on in their areas.

Comment	Department
Need more campus space.	Workforce Development Center
Need more resources for Student Services due to a 17% increase in students.	Student Assistance
Round Rock planning needed. Start on Round Rock accreditation (2).	
Getting Round Rock running and getting game development online.	
Thanks to everyone for help with the SACS 5 <sup>th</sup> Year Interim report.	OIEA
Next year there will be no large surveys to complete.	OIEA
Creating an expansion for the GIS program.	Social & Behavioral Sciences
Currently working on ways to improve the parking situations at ACC.	SGA
Helping to register students to vote.	SGA
Doing a lot of work on myspace.com and with the student gmail.	SGA

Meeting adjourned at 3:30

**Next Meeting Date:** October 31, 2008

**Time:** 9:30 to 2:00pm

**Location:** SAC, Room 1130