

ACC Meeting Name: Institutional Planning Council

Draft Minutes

Meeting Date: November 21, 2008

Time: 1:30 pm to 3:30 pm

Location: HBC Room 201

Chair: Soon Merz

Members Present: Terry Bazan, Kathleen Christensen, Maggie de la Teja, David Fonken, Janette Rangel for Sharon Frederick, Gary Hampton, Amber Kelley, Mary Kohls, Eileen Klein, Linda Kluck, Brette Lea, Soon Merz, Mike McCarthy, Don Morris, Jim Nelson, Adam Oliphant, Suzanne Ortiz, Charles Quinn, Rebecca Robinson-Francis, Linda Smarzik, , Richard Cutler for Dawn Tawwater, Marilyn Lee Taylor, Susan Thomason, Rosyln Wallace, Kirk White,

Guest: Chris Mielke

Absent: Richard Armenta, David Borden, Brad Burnett, Yolanda Chapa, Stephanie Diina-Dempsey, Dan Dydek, Deborah Feldman, Ben Ferrell, Virginia Fraire, Sandy Gaskin, Lyman Grant, Stan Gunn, Mary Harris, Mary Hensley, Laura Juarez de Ku, Mike Midgley, Imad Mouchayleh, Bill Mullane, Luanne Preston, George Reyes, Gaye Lynn Scott, Richard Smith, Louella Tate, Julie Todaro, Gerry Tucker, Neil Vickers, Kathy Walton, Hazel Ward, 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: Review Minutes of the Council

Presenter: Soon Merz

Discussion:

IPC members reviewed minutes from the September 19, 2008 council meeting.

Decisions:

Adam Oliphant moved to approve the minutes and Charles Quinn seconded the motion. The minutes were unanimously approved by the council members.

Agenda Item 3: Graduate Follow-Up Survey Report

Presenter: Dr. Richard Griffiths

Discussion:

Rich provided a synopsis of the results from six semesters (Fall 2004 to Summer 2006, N=1427) of the Graduate Follow-up Survey. The survey is conducted six months after the end of every semester. ACC graduates are surveyed via telephone and by mail on their employment status, satisfaction with various services provided by ACC, future educational plans, transfer of credits to other institutions, and whether or not they served as a volunteer in a position related to the training they received at ACC. After Rich reviewed the key results a lively discussion of the results ensued. IPC members suggested areas that needed more resources and attention as well as possible improvements to the survey.

Agenda Item 4: Retreat Debriefing

Presenter: Mary Kohls

Discussion:

Mary asked council members for their feedback on the planning retreat. Members agreed the data book is very useful and the retreat was fun, as well as enlightening. Council members noted they would have liked to have had more time to discuss issues in the small groups. The timing of the retreat was also discussed and a few members had issues concerning Halloween parties following the retreat. The majority of the members liked having the retreat on Halloween. Soon stated that the retreat has to be on a month with a fifth Friday. All liked the SAC location.

Agenda Item 5: Small Group Breakout Reports

Presenter: Roslyn Wallace

Discussion:

Roslyn presented a review of the small group sessions about the Master Plan development for 2009-2011 from our September IPC meeting. She pointed out that under "What could have gone better?" several issues have been addressed.

- Late, changing, and rushed deadlines were most mentioned. The deadline for completing data entry will be moved to March 15.
 - What was wanted in the database, including initiatives vs. initiative objectives, as well as master plan vs. operating/new money requests. This has been taken care of with an enhancement to the plan.
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Agenda Item 6: ACCeMasterPlan Database Demo

Presenter: Chris Mielke and Soon Merz

Discussion:

Chris Mielke from Information Technology gave a demo of the new Master Plan database. Soon said that if you have questions about the new system to contact Roslyn Wallace. Chris pointed out enhancements to the system.

- The online tutorial available in the database.
- Chris said that every person will have access to view all the initiatives.
- IPC will vote on initiatives on the website.
- All groups will be able to have 5 initiatives (credit instruction has 10) going on at one time in order to stay in line with funding.
- Master Plan initiatives that have been approved will be automatically moved to the budget system.
- There is a choice to make a request for one year only or to list it as ongoing. An ongoing initiative will require careful estimation of the expense for future years, as yearly increases are limited to a 10% increase per year.

Roslyn made a motion to add a new prioritization process after the initial voting on initiatives, and Suzanne Ortiz seconded the motion.. The second prioritization will rank initiatives. Soon said we can do this by email. Members unanimously approved the new prioritization process.

Agenda Item 7: Member Updates/Announcements

Presenter: All Members

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

Department	Comment
Adjunct Faculty Association	<ul style="list-style-type: none"> • A new treasurer position has been added. • Online elections for president will be in December.
Student Assistance	<ul style="list-style-type: none"> • Additional staff are needed for the VA office due to 17% increase in financial aid applications.
Admissions and Records	<ul style="list-style-type: none"> • The department is busy with registration.
Professional-Technical Employees Association	<ul style="list-style-type: none"> • Mug Hug sales will begin December 1st. • The associations have been meeting concerning the shared governance process.
IDS	<ul style="list-style-type: none"> • In terms of initiatives in my department, we have about submitted an initiative/proposal for a college-wide content management system that would support all college departments. It could house all kinds of content, pdf files, documents, flash files, and videos. It would make things easier to find, archive and it would help with intradepartmental communication to know what

	<p>people are doing. We could share resources, and it would be cost saving to the institution. We can repurpose a lot of materials that sit in peoples personal computers. Hopefully, this initiative will come forward this year and we can get some more support.</p>
Classified Employees Association	<ul style="list-style-type: none"> • We are meeting with all employee groups. We are talking about the shared governance process. We may become more active in that area.
Student Support and Success Systems	<ul style="list-style-type: none"> • We have been working with College Connection for the last few years. We go into almost every high school in our service area. Preliminary results show we had gone up to 17% of high school graduating classes. We are now at 19% of high school graduating classes. Any way you look at it, this is a huge improvement. • We have just put online how to select your major. Instead of students dropping off a hard copy, they can go online. There are as many majors that are incorrect as there are undeclared. This should help people drill down into the correct major. • We are trying to put forth an initiative to start registration earlier in the year. That is going through shared governance. We will keep you posted on that.
Student Government Association	<ul style="list-style-type: none"> • Two groups of students, the Campus Activity Board and the new Leadership Organization are going to Florida. They will be there for about a half week. I believe about fifteen students and three advisors are going. • Students are very busy studying for finals and with registration.
Early College Start/College Connection	<ul style="list-style-type: none"> • ACC has hired the first ACC College Connection Director. Melissa Richardson starts December 1st. College Connection is in its sixth year serving 15,000 to 17,000 seniors every year. This is the first full-time person devoted to College Connection. Everyone in student services who would go out to do all the work related to College Connection deserves a round of applause.
Continuing Education	<ul style="list-style-type: none"> • Will have a new website in the next few weeks.
Public Information and	<ul style="list-style-type: none"> • Marketing is working on the web. We are revamping

College Marketing	<p>the home page. Edward Terry has been working on this for some time. It will be so much cleaner. We have added links, but have hidden some in drop down menus – it looks very sharp. What we are going to do, we will send the address to everyone so you can practice for a while, take a look at it, and if you have any questions before it goes live you can contact us. We will go live about a week or two after classes begin. Our thought was to not change a thing during the registration process. We will work hard to educate faculty. Along those lines the initiative in Marketing is that we are going to focus on our web. We talked last year about doing an audit, it passed IPC. It passed but was taken off the plate because I believe Neil said we do not need to fund it through the Master Plan process since it is college-wide. What we do is to broaden our support. We have one guy to handle the top tier of the web as far as Marketing is concerned. What I hope to bring to you is a proposal to expand that area, and go a layer deeper to departmental so we can offer really good support and have a fabulous web site, and we can plan for the future.</p> <ul style="list-style-type: none"> • New “I am ACC” commercials will be playing December 8th, and that will carry us through Spring.
Business Studies	<ul style="list-style-type: none"> • Culinary Arts is developing a beverage certificate – yes alcoholic beverage. • The Management department is currently developing a green and sustainable business practices program which we think will be the first of its kind in the country at the community college, and probably the undergraduate level. Also we are thinking about expanding that into an institutional certificate to include that course, an environmental science course and also a public policy course. I don’t know if that will cause any Master Planning issues. • The international programs office will most likely have some initiatives concerning study abroad. They are looking for additional funding for things they would like to do and need to be done. One would be additional funding for scholarships for students. Also, funding to send faculty on pre-trips to set up student trips, planning before they take students to a foreign

	<p>country. There have been some problems due to faculty not being able to go on those trips to set things up beforehand. Possible some additional funding to send a second faculty member on each trip. Some trips have two faculty members that go, but some don't. For security reasons, it is good to have two faculty members go on these trips.</p>
Computer Studies and Advanced Technology	<ul style="list-style-type: none"> • Doug Smith worked with Texas A&M concerning the A&E cad program. They set up an articulation agreement at College Station. Texas A&M agreed to accept 100% ACC's A & E cad program. Students can get their first two years of A&E cad here and take the last two years of the A & E cad program online. This is a full articulation agreement. In his conversations with people at A&M, he mentioned other programs at ACC and they said they would be happy to work to set them up.
IDS	<ul style="list-style-type: none"> • Has made a recommendation to CWTCOC to establish technology research teams. This is a process that would help the college look at new technologies and make more informed decisions. The three we are actually working with, include Second Life, which has developed a project with the library. This research team will be looking at how we can use Second Life at the institution, perhaps academic or marketing/recruitment. The second one is on social networking, and the third one lecture capture which may replace the interactive video classrooms. Anybody, can make a request for a team, those request would go to CWTCOC. That team would be set up and work over a period of about seven months, then report to the committee so that it could go through the budget process. Some teams might exist for longer periods of time.
AEC	<p>AEC is beginning to roll out an administrative educational support service review to replace the ICS survey. I am looking forward to sharing this process with you at other meetings.</p>

Meeting adjourned at 3:30

Next Meeting Date: February 20, 2009

Time: 1:30 to 3:30pm

Location: HBC, Room 201