

ACC Meeting Name: Institutional Planning Council

Draft Minutes

Meeting Date: February 19, 2010

Time: 1:30 pm to 3:30 pm

Location: HBC Room 201

Chair: Soon Merz

Members Present: Richard Armenta, Corey Bayless, Nicole Bell, David Borden, Kathleen Christensen, Richard Cutler, Stephanie Diina-Dempsey, Virginia Fraire, Lyman Grant, Jennifer Gray, Mary Harris, Stephanie Hawley, Mary Hensley (Luanne Preston), Amber Kelly, Dorado Kinney, Eileen Klein, Mary Kohls, Brette Lea, Jon Luckstead, Soon Merz, Jim Nelson, Luanne Preston, Charles Quinn, Angela Cole for George Reyes, Rebecca Robinson-Francis, Gaye Lynn Scott, Linda Smarzik, Derek Thomas, Roslyn Wallace, Dolores Segura for Hazel Ward, Kirk White, Voncille Wright.

Guests: Julie Thomas, Katherine Petrhe

ACC Leadership Academy Guests: David Baker, Gail Bayeta, Ana Broadwater, Keri Brophy-Martinez, Azure Brown, Lee Buentello, Raul Cantu, Tracie German, Kelly Grant, Jeffrey Harris, Bernadette Hinterlong, Teri Layton, Jeanette Rangel, Patricia Salazar, Anabel Sanchez, Noko Wilson, Mirosalva Auniga.

Support Staff: Judith Wynn

Members Absent: Terry Bazan, Yolanda Chapa, Devorah Feldman, Ben Ferrell, David Fonken, Stan Gunn, Gary Hampton, Laura Juarez de Ku, Amanda Karel, Linda Kluck, MarieLine McGhee, Mike Midgley, Don Morris, Imad Mouchayleh, Bill Mullane, Richard Smith, Louella Tate, Julie Todaro, Gerry Tucker, Neil Vickers, Kathy Walton, Linda Young.

Agenda Item 1: Welcome and Introductions

Presenter: Mary Kohls

Discussion: Mary welcomed the IPC members to the meeting and our visitors, the ACC Leadership Academy. Academy participants introduced themselves to the group. Mary then reviewed changes to the agenda which relate to Agenda Item 3, Presentation of Initiatives.

Agenda Item 2: Approval of Minutes for November Meeting

Presenter: Mary Kohls

Discussion: Luanne moved to approve the November 20th minutes and it was seconded by Charles.

Agenda Item 3: Master Plan Initiatives Presentations and Questions

Presenter: Soon Merz

Discussion: Soon briefly reviewed the council's responsibility for prioritizing Master Plan initiatives. Several cluster group members presented their initiatives to the council. The following list shows the initiatives with their related objectives.

* New Student Orientation

-Requests additional funding for student orientation which will become mandatory in the fall.

* Improve students' success and transfer rates.

-Develop a summary of promising practices for promoting transfer and development of strategies for involving faculty, support staff, and students.

-Replace current paper advising form with an electronic education plan which will facilitate tracking transfer students (intent and actual progress towards transfer).

-Implement the ACC transfer academy at all Campuses.

-Improve the student transfer website and integrate with mainstream ACC website.

* Create electronic/automated waitlist system for student registration.

-Explore Datatel & other resources to create a student waitlist for closed/filled classes. (We used to have this ability with the phone registration system but lost it when we transferred to the current system. This would aid in planning to pinpoint where extra sessions need to be created.)

* Increase Access and Improve Success of At-Risk Students (ACCHIEVE).

-Early Intervention Notification System. (Electronic system)

-Identify at-risk students at the earliest point of possible intervention. (Staff position at each campus).

-Customize Counselor case management software to ACC.

* Expand Program Delivery in Non-Credit Instruction

-Additional space for existing programs. Program enrollments are currently limited to space available e.g. Upholstery and Massage Therapy currently share temporary space at RVS. The Vet tech program needs lab facilities to expand and eventually become a credit program. A large multi-purpose space dedicated to Continuing Education would allow expansion of current programs, new program creation, and provide additional space for customized training events.

* Student Success Initiative-Credit Instruction

-Coordinate student outreach, advising, assessment, and registration of English Language Learners into One Point of Entry for Adult Education, Credit ESOL, and Continuing Education. Currently students have to navigate a complex system with trips to multiple campuses to enroll.

-Implement hybrid learning to leverage limited classroom space, serve more students, and assist students in reaching college readiness. (More space for GED Classes)

-Expand capacity of Transition to College Success (HUDE 0111) and Effective Learning (PSYC 1300 courses)

-Support Education Instruction Departments collaborative effort with area ISDs to provide at-risk students mentoring/instruction support from AAT students by redesigning EDUC 2301 course to expand service learning.

-Establish full-time Office of Service Learning/Civic Engagement to support student persistence, retention, and success throughout curriculum-based service learning and civic engagement. (Co-ord. position)

-Implementation of DEVR holds for students who have not completed a specific reading course on two or more attempts. (similar to DEVM holds)

-Implementation of DEVV holds for students who have not completed a specific writing course on two or more attempts. (similar to DEVM holds)

-Expansion of supplemental instruction.

-Mandatory orientation for FTIC students. (expansion of current orientation)

-New mentoring program for FTIC Dev. Ed. students.

* Currency of the Associate Degree Nursing curriculum and continued positive learning outcomes.

-Purchase alternative testing software and tracking for Associate Degree Nursing to match changes in the delivery of the NCLEX exam.

* Increase the use of technology in classroom and online courses to improve instruction and instructional support.

-Funding of Instructional clickers for use by Allied Health faculty who teach at multiple campuses.

* Create online site to showcase journalism student writing.

-Journalism student writings webpage.

Upon conclusion of the presentations, Soon instructed IPC members to vote to prioritize the initiatives that will be moved to the Budget System for funding. Voting will begin in the ACCeMasterPlan database at the close of today's meeting. Each member gets 4 votes. Roslyn provided directions via a handout for those unfamiliar with the system.

Agenda Item 4: ACC Snapshot Targets Update

Presenter: Soon Merz

Discussion: As a reminder to the group about how the targets are determined, Soon said we currently use peer averages of targets, but said we need to set some hard targets. She

asked for volunteers to form a subcommittee to suggest useful draft targets. Volunteers were asked to indicate their willingness to serve by putting a check mark in front of their name on the sign-in sheet. Members who volunteered are Richard Cutler, Virginia Fraire, Lyman Grant, Stephanie Hawley, Mary Kohls, Luanne Preston, Rebecca Robinson-Francis, and Kirk White.

Agenda Item 5: Announcements

Presenter: Mary Kohls

Discussion: Mary announced that the next meeting will be in April. The subcommittee should have draft targets to present to the group at that time.

Meeting adjourned at 3:00pm

Next Meeting Date: April 16, 2010

Time: 1:45-3:45pm

Location: HBC, Room 201