

ACC Meeting Name: Institutional Planning Council

Draft Minutes

Meeting Date: November 20, 2009

Time: 1:30 pm to 3:30 pm

Location: EVC Room 8111

Chair: Soon Merz

Members Present: Amber Kelly, David Borden, Jim Nelson for Dawn Tawwater, Derek Thomas, Eileen Klein, Gerry Tucker, Julie Todaro, MarieLine McGhee, Mary Kohls, Rebecca Robinson-Francis, Patty Salazar for Richard Armenta, Richard Cutler, Soon Merz, Stephanie Diina-Dempsey, Virginia Fraire, Yolanda Chapa.

Support Staff: Amanda Karel, Roslyn Wallace

Absent: Ben Ferrell, Bill Mullane, Brette Lea, Charles Quinn, David Fonken, Devorah Feldman, Don Morris, Gary Hampton, Gaye Lynn Scott, George Reyes, Hazel Ward, Imad Mouchayleh, Jennifer Gray, Jon Luckstead, Joshua Bacak, Julie Thomas, Kathleen Christensen, Kathy Walton, Kirk White, Laura Juarez de Ku, Laura Webber, Linda Kluck, Linda Smarzik, Linda Young, Louella Tate, Luanne Preston, Lyman Grant, Mary Harris, Mary Hensley, Mike Midgley, Mike Reid, Neil Vickers, Nicole Bell, Richard Smith, Stan Gunn, Terry Bazan, Voncille Wright.

Agenda Item 1: Approval of minutes

Presenter: Mary Kohls

Discussion: Stephanie moved to approve the September 18th minutes and it was seconded by MarieLine.

Agenda Item 2: Student Success Data Retreat

Presenter: Mary Kohls

Discussion: Mary directed attention to the Data Retreat handout, a condensed version of notes Amanda took at the Data Retreat. Roslyn noted that the kinds of data looked at were 'data over time' with the primary purpose being to expose people to data normally not looked at and to explore the data in depth with particular questions in mind. Discussion followed about what people learned, and where we go from here. Roslyn also noted that data presented at the retreat can be found on ACC's OIEA website, and she reviewed the importance of the "report out" to the QEP topic selection. Amanda further explained the status of the QEP and said the timeline was submitted to Dr. Kinslow for his review and adjustments. Meanwhile, the AEC committee, which has the responsibility to research and come up with QEP topic ideas, has formed three subcommittees, one of which is the QEP subcommittee. Amanda asked for volunteers to serve on the subcommittees. When the timeline is returned to AEC, it will go to the QEP subcommittee.

Agenda Item 3: Master Plan Process Update

Presenter: Roslyn Wallace

Discussion: Roslyn directed attention to the Master Plan Process handout that Soon, Dr. Kinslow and Mike Midgley developed and pointed out the primary change from last year is that funding

estimates are no longer required at the time initiatives are entered in the database. Also, when you enter an initiative, you must select one of the performance measures that will be impacted by your initiative. The IPC will, as always, do the prioritization of those initiatives. Roslyn reminded members that Dr. Kinslow said, “if your initiative doesn’t relate to one of the four Core Institutional Goals, it wouldn’t go anywhere.”

Agenda Item 4: Budget Assumptions and Planning Directives

Presenter: Soon Merz (Roslyn, until Soon arrived)

Discussion: Roslyn began review of the Performance Snapshot handout and reminded members that the IPC will be responsible for creating Performance Targets for ACC. She explained that the performance measures the institution used in the past have all been regrouped to fall under one of the Core Goals as shown on the handout. Soon said the IPC will need to review the performance measures to see if we need to add to or revise them in some way. She also commented that we are in the process of developing an electronic version of the snapshot. Discussion followed as to how we determine and set the targets.

Agenda Item 5: Announcements

Presenter: Soon Merz

Discussion: Soon announced that the next meeting will be in February to hear the presentations for the Master Plan and then in April to identify targets.

Meeting adjourned at 3:04pm

Next Meeting Date: February 19, 2010

Time: 1:30-3:30pm

Location: HBC, Room 201