

ACC Meeting Name: **Institutional Planning Council**

**Meeting Date:** January 27, 2012

**Time:** 1:30PM – 4:00PM

**Location:** HBC Room 103.6

**Chair:** Soon Merz

**Members Present:** Richard Armenta, Terry Bazan, David Borden, Kathleen Christensen, Stephanie Diina-Dempsey, Stan Gunn, Gary Hampton, Mary Harris, Stephanie Hawley, Marcus Jackson, Bretton Johnson, Amber Kelly, Dorado Kinney, Linda Kluck, Nancy Laudenslager, Brette Lea, Guillermo “Willie” Martinez, Soon Merz, Mike Midgley, Jim Nelson, Lara Niles, Daniel O’Hanlon, Charles Quinn, Gaye Lynn Scott, Linda Smarzik, Derek Thomas, Kathy Walton, Hazel Ward, and Voncille Wright.

**Support Staff:** Judith Wynn

**Members Absent:** Pat Abbott, Hector Aguilar, Yolanda Chapa, Samuel Echevarria-Cruz, Ben Ferrell, David Fonken, Virginia Fraire, Sylvia Galvan-Gonzalez, Kelly Grant, Lyman Grant, Mary Hensley, Jeffrey Holmes, Deanna Johnson, Amanda Karel, Eileen Klein, Mary Kohls, Juan Molina, Don Morris, Imad Mouchayleh, William Mullane, Matthew Pappas, George Reyes, Anaka Rivera, Clint Rodenfels, Richard Smith, Louella Tate, Julie Todaro, Gerry Tucker, Neil Vickers, Matt Wilson, and Linda Young.

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**Agenda Item 1:** Welcome and Introductions

**Presenter:** Daniel O’Hanlon, Soon Merz

**Discussion:** Soon gave an overview of the purpose of the meeting, which was to present Master Plan Initiatives for this year’s cycle. It was also an opportunity for the IPC to ask questions of the Cluster Groups.

**Decisions:** None.

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**Agenda Item 2:** \* Approval of Minutes for October 21, 2011 meeting

**Presenter:** Soon

**Discussion:** *This agenda item was presented out of order and completed at the end of the meeting.* Richard moved to approve the minutes as written. Gaye Lynn seconded the motion and the minutes were unanimously approved.

**Decisions:** The minutes for the [October 21, 2011](#) meeting were approved.

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**Agenda Item 3:** Presentation of Initiatives

**Presenter:** Daniel O’Hanlon

**Discussion:**

1. Institutional Effectiveness - Soon Merz
  - [Assessment Leadership](#)
  - [Enhance TIPS Hardware](#)
  - [Meet SACS Compliance Requirements](#)
2. External Affairs - Brette Lea
  - [Academic & Student Affairs Communications](#)
3. Instructional Program Review - Marcus Jackson
  - **2 initiatives** **WITHDRAWN**
4. Non- Credit Instruction - Hector Aguilar
  - [Expansion of the Continuing Education’s Commercial Vehicle Training Program](#)
  - [Obtain Building Space for the Expansion of Continuing Education Programs](#)

- [Utility Cargo Van for Continuing Education Programs](#)
- 5. Student Services - [Kathleen Christensen](#)
  - [Improve Retention](#)
  - [Improve Student Loan Default Prevention Management for New Three Year Cohort](#)
  - [Improve Technology and Student Communications Infrastructure Management](#)
  - [Increase access and success rate of deaf students](#)
  - [Streamline the Conduct Process](#)

**Decisions:** There was lengthy discussion on each initiative presented. The IPC is requesting a review and discussion on the roles of the IPC, Master Plan, and how they all fit into the function of the college.

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\*Agenda item taken out of order due to meeting change.

The meeting adjourned at 3:07 p.m.

**Next Meeting Date:** February 17, 2012