

ACC Meeting Name: **Institutional Planning Council**

**Meeting Date:** October 21, 2011

**Time:** 8:30am to 10:00am

**Location:** HBC Room 301.0

**Chair:** Soon Merz

**Members Present:** Hector Aguilar, Richard Armenta, Terry Bazan, David Borden, Stephanie Diina-Dempsey, Samuel Echevarria-Cruz, Virginia Fraire, Stan Gunn, Gary Hampton, Mary Harris, Jeffery Holmes for Mike Midgley, Sylvia Galvan-Gonzalez for Amber Kelly, Mary Kohls, Brette Lea, Gaye Lynn Scott, Guillermo “Willie” Martinez, Soon Merz, Juan Molina, Don Morris, Imad Mouchayleh, Jim Nelson, Lara Niles, Daniel O’Hanlon, Matthew Pappas, Charles Quinn, George Reyes, Clint Rodenfels, Gerry Tucker and Kathy Walton.

**Support Staff:** Judith Wynn

**Guests:** Arlis Moore

**Members Absent:** Pat Abbott, Yolanda Chapa, Kathleen Christensen, Ben Ferrell, David Fonken, Kelly Grant, Lyman Grant, Stephanie Hawley, Marcus Jackson, Deanna Johnson, Amanda Karel, Dorado Kinney, Eileen Klein, Linda Kluck, Nancy Laudenslager, William Mullane, Dylan Pera, Anaka Rivera, Linda Smarzik, Richard Smith, Louella Tate, Derek Thomas, Julie Todaro, Neil Vickers, Hazel Ward, Matt Wilson, Voncille Wright and Linda Young.

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**Agenda Item 1:** Welcome and Introductions

**Presenter:** Daniel O’Hanlon

**Discussion:**

**Decisions:** None.

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**Agenda Item 2:** Approval of Minutes for April 15, 2011 meeting

**Presenter:** Daniel O’hanlon

**Discussion:** Stan moved to approve the minutes as written. Gaye Lynn seconded the motion and the minutes were unanimously approved.

**Decisions:** The minutes for the April 15, 2011 meeting were approved.

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**Agenda Item 3:** \* Election of Co-chair

**Presenter:** Soon Merz

**Discussion:** Sam nominated Mary Kohls. It was unanimously approved by a show of hands.

**Decisions:** Mary Kohls was elected to serve as Co-chair for her 3<sup>rd</sup> consecutive year.

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**Agenda Item 4:** Work Plan Review 2011-12

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

**Discussion:** The Work Plan for 2011-12 was presented and reviewed. The committee supported the structure of a work plan as well as inclusion of data into the process.

**Decisions:** To include in the February meeting: updates from previous Master Plan initiatives.

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**Agenda Item 5:** Master Plan overview and database updates

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

**Discussion:**

I. Soon presented and reviewed the master plan process. Q&A addressed timeline, process, budget and possible changes in the process due to new college leadership.

II. Chris Yarborough and Jim Malmros presented a demonstration of the updates and changes to the Master Plan database. The changes were implementation of the resource needs form. This

allowed for initiative costs to be captured within the system and not requiring budget line delineations.

**Decisions:** None.

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**Agenda Item 6:** Reports and Updates

**Presenter:** Daniel O'Hanlon

**Discussion:**

I. CurricUNET update and presentation

- A. Daniel presented an update on CurricUNET which is the college's new assessment tool. Both course level and program level SLO's will be uploaded into the system.

II. Support Service Review update

- B. Daniel presented general information on the SSR process from the first year. He highlighted successes, challenges and changes that have already been implemented into the year two cycle.

**Decisions:** None

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

The Meeting adjourned at 10:00 a.m.

**Next Meeting Date:** January 27, 2012