Santa Fe College
Resource & Planning Council
September 23, 2010
Northwest Campus, Room S-318

Minutes

1.0 Welcome and Call to Order

Co-Chair Mike Droll called the meeting to order at 2:00 pm.

The following members/ex officio of the Council were present:

Gayle Davis	David Shlafer
Mike Droll	Angie Siekers
Lela Elmore	Clay Smith
Steve Fisher	Lynn Sullivan
Ginger Gibson	Marilynn Tubb
Kelly Gridley	Bruce Tucker
Jean Hutton	Bennye Alligood
Eugene Jones	Ed Bonahue
Tim Nesler	Portia Taylor
David Price	
Dan Rodkin	
Laurel Severino	

The following members/ex officio were not present:

Lauren Bates	Bill Reese
Chuck Clemons	Julie Shay
Paul Hutchins	Joan Suchorski
Michael Hutley	Guy York

2.0 SACS Update – Mike Droll

Mike offered a look at SACS reaffirmation process for Santa Fe College which is identified as an institution in the "Class of 2013" through a PowerPoint presentation. There are four phases and nine steps in the reaffirmation process. The four phases are preparation, the off-site review, the on-site review and action by the SACS-COC Board/Commission. The nine steps in the reaffirmation process involve the institution, the off-site and on-site committees, the Commission and the Commission staff and each step may include several

components. These guidelines come from "The Handbook for Institutions Seeking Reaffirmation."

Phase 1 is Preparation. In January 2011, SACS-COC will host an orientation meeting in Atlanta. We will send our Leadership Team of five members comprised of the President, the Provost, the SACS liaison, the Chief Financial Officer and a faculty representative (TBD). The Leadership Team oversees the institutional assessment of compliance with all CR, CS and FR*. During the orientation meeting the Commission will provide information on how to complete the compliance certification and how to develop our QEP document for submission to SACS. The next step is the Advisory Visit or Conference Call by our assigned SACS representative, Dr. Claudette Williams, as a follow up to the orientation meeting.

Phase 2 is the Off-site Review. We will turn in our Compliance Certification on March 15th, 2012 and the Off-site Review takes place in Atlanta during May.

Phase 3 signals six weeks prior to the on-site review when Santa Fe submits its compliance certification, a catalog, the QEP and Focused Report to the Commission and to the On-site Reaffirmation Committee members. At some point between September and Thanksgiving 2012, the on-site review is conducted/hosted by Santa Fe College.

Finally, Phase 4 is initiated by our response to the on-site visiting committee report and subsequently the Commission's review and action—to culminate in Reaffirmation during the Annual Meeting in December 2013!

* **CR** – *Core Requirements*
  CS – *Comprehensive Standards*
  FR – *Federal Requirements*

3.0 QEP Update – Eugene Jones

Eugene Jones said that we are in the brainstorming phase of the QEP process right now where we are collecting ideas. There are two different ways to access the QEP site and input your ideas. The first way is through the quick links on the Santa Fe College homepage. Choose Quality Enhancement Plan. The second way is to look it up in the index.

The URL is accessed at: http://www.sfcollege.edu/qep/

Once you have reached the site you will notice two links on the right, the QEP Process and Submit Your Ideas. Choose Submit Your Ideas to continue. You will be able to identify who you are; you may select Career Service for example. This can also help the leadership team determine the college wide response. You may remain anonymous. You may alternately submit ideas to any member of the QEP team via email. Please submit as often as you would like. We are talking about ways to carry this out into the community perhaps using

the East Gainesville Initiative, now known as SF East Gainesville Instruction. We could have cards made. At graduation we could have kiosks available for parents. The Leadership Team and a subcommittee will begin to filter these ideas until we reach one topic.

Action: *Committee members enter ideas on QEP site*

4.0 Institutional Effectiveness(KPI Development)- Mike Droll

Mike posed an overhead question to the Council, "What would support making the case to enhance Student Learning?" Dan Rodkin answered "Something that was measurable and quantitative." Mike offered future plans to develop Key Performance Indicators (KPI) to measure performance through data-informed processes. What are these measures? We look at the NCCBP (National Community College Benchmarking Project); the CCSSE (Community College Survey of Student Engagement) and we also look at *Accountability Outcomes*. (State Reports*)*

- Measure 1 Part 1 - Prior Year Public High School Graduates – Enrollment Report by Ethnicity
- Measure 2 Part 1 – AA Degree Transfers to the State University System by Preparatory Status and by Ethnicity
- Measure 3 Part1 – State Licensure Passing Rate of Vocational Programs
- Measure 3 Part2 – State Vocational Program Placement Report
- Measure 4 Part 1 – College Preparatory Success Rate Report by Ethnicity
- Measure 5 – CLAST Performance Report for Students Who Have Accumulated 60 or More Credit Hours at a Particular Community College

The Council should be the first level to review the QEP information to initiate improvement processes beyond the QEP topic selection. We can possibly use certain KPIs at an institution-level to resemble a dashboard. Mike also mentioned that the IPEDS reports that the President gets directly from the federal government.

5.0 Recap of the Enrollment Task Force – Marilyn Tubb

Marilyn Tubb recapped that she and a 12 member task force met weekly to address enrollment, and specifically, why we are not growing at a higher rate. Some input to the process included interviews with faculty and student focus groups. Dave Price asked how the focus groups were chosen. Marilyn replied, "Through email notification, 25 dollars and free pizza." Out of the summer term faculty group, 181 responded with a nearly 50/50 split between full time and part time faculty. The student group also included non-traditional students as well as representative students from south Florida attending Santa Fe. The survey data were collected through Survey Monkey. The survey was a series of close-ended "yes or no" questions. The survey and a copy of the report can be found on the College Senate website. The task force came up with six recommendations for the President:

1. Improve opportunities for student success
2. Pursue opportunities for growth
3. Enhance marketing and communications
4. Support faculty and staff
5. Improve customer service
6. Develop strategic approach to enrollment management

The report will be presented to the President on October 4, 2010 and go out to the President's Staff after the meeting. Dave Price raised the issue about making the first term better for first time in college (FTIC) students. He said the Senate had negative feelings about midterm reports on students with a GPA/grade equivalent of D or below and that we may need to consider addressing the issue and definition "for all students in distress."   Ed Bonahue said the task force report would need President's Staff review at before any decisions were made.

6.0 Budget Update - Ginger Gibson

Ginger Gibson presented the budget update for the current 2010-2011 year. Our enrollment forecast is on target. The State appropriation of 50% or less of our overall funding is being accommodated fine. We did not raise tuition to the maximum rate allowed, so we still have some ability to increase revenues if needed. We are monitoring enrollment a currently meeting our revenue projections. The stimulus money will be going away but we used our stimulus funds for non-recurring purposes. The financial report is done with our expenditures split between 82.4% to personnel, 15% for current expenses and 2.5% for capital expenses.

7.0 Xitracs Status – Mike Droll

Xitracs log-in link will be posted on the RPC website. Please take a look and attempt your log-in. Your user name is your email name, for example: "first.last" The temporary password is initially set as your last name in lower case—and, you must change your password upon your first log-in. Along with Mike, Clay Smith, offered his services as the other Xitracs "administrator" when people need assistance with the new system.

8.0 Adjourn to Strategic Initiative Working Groups – Mike Droll

Mike called for any new business. There was no new business brought forth.
The Council broke out into the individual Strategic Initiative working groups at 3:18 pm.