

Santa Fe College
Resource & Planning Council
October 21, 2010
Northwest Campus, Room S-318

Minutes

1.0 Welcome and Call to Order

Co-Chair Mike Droll welcomed back Lynn Speer and called the meeting to order at 2:03 pm.

The following members of the Council were present:

Ed Bonahue – Ex Officio	David Price
Lola Christian	Dan Rodkin
Mike Droll – Co-Chair	Laurel Severino
Steve Fisher	David Shlafer
Lela Frye	Angie Siekers
Ginger Gibson – Co-Chair	Clay Smith
Kelly Gridley	Lynn Speer
Jean Hutton	Joan Suchorski
Eugene Jones	

The following members were not present:

Lauren Bates - Student	Julie Shay
Chuck Clemons – Ex Officio	Lynn Sullivan
Paul Hutchins	Portia Taylor – Ex Officio
Gayle Davis	Marilyn Tubb
Michael Hutley	Bruce Tucker
Tim Nesler	Guy York – Ex Officio
Bill Reese	

Guests: Lee Johnson, Rebecca Rogers

Recorders: Hannah Fischer and Amy Nichols

2.0 Approval of Minutes for September 23, 2010 – Mike Droll

Mike Droll asked for any changes to the previous council minutes. He asked for a motion to approve the minutes, it was so motioned by Clay Smith and seconded by Angie Siekers.

3.0 Confirm Future RPC Meeting Schedule – Mike Droll

Mike queried the Council about the proposed schedule for the remainder of the fiscal year and specifically the proposed meeting dates of November 18, 2010 and December 16, 2010. Many members of the committee will be at the FACC meeting in Tallahassee on November 18th. Ginger Gibson advised that the Strategic Initiatives groups should still meet on those two dates even if there was not a formal meeting of the Council. The rooms are still reserved and can serve as an alternative meeting place for some groups. Mike entertained a motion to be made to not hold business meetings, but to keep the rooms for SI groups on the mentioned days. It was so motioned by Clay Smith and seconded by Kelly Gridley.

Action: Committee members note on their calendars no business meeting of RPC on November 18, 2010 and December 16, 2010

4.0 SACS Update - Mike Droll

Mike presented a compact version of the SACS timeline created by Clay Smith. Some of the dates will be refined with continual updates from the Commission on Colleges (SACS-COC).

Twenty people from our college will be attending the SACS Annual Meeting in Louisville, Kentucky this year. Mike would like to have a meeting with everyone before they leave. He mentioned that December 1, 2010, right after the Chairs and Directors Meeting would probably be the first opportunity [with a possible second session on December 2nd (added)].

Action: Members of the SACS Leadership Team should note the time change of the meeting with Dr. Benberg in Louisville. The meeting is now from 2:50 pm to 3:50 pm, same location at the Convention Center. This may affect your scheduling. Seating of 175 is first come, first served.

5.0 IE Topic: National Community College Benchmarking Project – Mike Droll

Mike advised the Council that the Faculty Portal feature for Xitracs has been activated. The portal URL is <https://sfcollege.xitracs.net/faculty.htm> Clay Smith and Mike, as the system administrators, set up a prototype faculty member to demonstrate the capabilities of the portal. Enter the temporary ID f5@abd.edu and the password **12345**. Lela Frye commented that only HR should be able to enter credentials and that the Human Resource Department has responsibility for the verification of transcripts and other documents. As such we may consider using the Xitracs system for faculty rosters and to limit the access of others in faculty data entry area. Ginger Gibson advised that someone at the level of instructor could view his/her own data and offer corrections via “feedback” option, but not change information. Mike agreed and said that these kinds of decisions should be deferred to the Faculty and Credentialing Committee. Spring 2011 and fall 2011 rosters will be required for

the SACS compliance certification. Ginger requested information about additional training on the Xitracs software and "...who is going to input data and on what level?" Mike advised that early in our compliance audit in 2011, we would finalize the Xitracs activities in more depth. In the mean time he encouraged the RPC to log-in and take a look at the Xitracs Faculty Portal as well as the overall Xitracs program.

Action: Contact ITS and Tim Nesler to establish a secure login location, preferably on e-Staff where no one outside of faculty and staff may have direct access.

Mike introduced the Institutional Effectiveness Topic of the Day, the National Community College Benchmarking Project (NCCBP). Mike demonstrated how to access this website.

NCCBP Website Login Information

User name: **137096**

Password: **wticnracs**

A report that summarizes 2010 benchmark information submitted by Santa Fe College, percentile ranks of our data, and NCCBP percentiles is available. At this point, you will also be able to access the NCCBP website www.NCCBP.org to access the Best Practices Report and the Peer Comparison Tool. To demonstrate the Peer Comparison Tool, Mike accessed peer data from the CCSSE within the NCCBP. The test peer group included five colleges selected based on the criteria of enrollment over 12,000 students: Santa Fe College, Cuyahoga, Central Piedmont CC, Florida State College in Jacksonville, Kirkwood and Palm Beach State. Santa Fe was compared with the other colleges in these areas: CCSSE Academic Challenge, CCSSE Student-Faculty Interaction, CCSSE Active & Collaborative Learning, CCSSE Support for Learners, and CCSSE Student Effort. Lela asked a question about the rankings, "What does 54.8 mean?" Mike said to know the inherent value of that number one has to look at the individual items under that category on the survey, but what each ranking does indicate is how we stand in a particular area with the selected peer group. For example: we rank the highest within these five colleges in 'student-faculty interaction'. We rank the lowest in 'student effort and support for learners'. Of the five colleges, Santa Fe ranks near the middle on 'academic challenge' and 'active and collaborative learning'. Ginger pointed out that most all the schools were also members of the League of Innovation. NCCBP is another tool that the SI working groups may want to use to give direction in their work plans.

6.0 SMART to SMT-AR Planning Objectives – Mike Droll and Clay Smith

Mike delivered a Power Point presentation on an update to how do develop S.M.A.R.T. planning objectives. One of the key points is the differentiation between Goals and Objectives. A Goal is where we want to be. Objectives are the steps needed to get there.

Objectives are a target, are active, and focus on who does what. **S** – Specific, **M** – Measurable, **A** – Aligned, **R** – Realistic, **T** – Timely or Time-bound.

S	What result will you deliver? (<i>prefer noun + adjective</i>)	Write no more than one bullet
M	How will you know you did good work? (<i>apply multiple measures</i>)	Write at least one bullet but not to exceed five
T	When will you deliver your result? (<i>focus on what lies ahead</i>)	Write at least one bullet , more are possible
A	How will your result add value? (<i>link to organizational goal</i>)	Must ask the question, may or may not write the answer
R	On what will your success depend? (<i>list conditions for success</i>)	Must ask the question, may or may not write the answer

SMART Annual Planning Objectives:

1. Focus on results
2. Are linked to the mission and goals
3. *May* link to a strategic initiative
4. Can be achieved within the annual cycle
5. Reflect your planning units primary responsibilities ~ “*purpose to outcomes.*”

At 2:55 p.m. the Council began a group activity to write some SMART performance-based objectives. There were five small groups which were to share refined expected outcomes.

Mike advised that the Xitracs Planning Module was not designed to support the entering of department-level SMART objectives. Rather the Planning Module hierarchy was designed ‘top down’ and may best accommodate our SI work plans requiring input from multiple constituencies. The updated process for department-level SMART objectives will focus on a fillable Adobe form that will require Adobe Professional to email to a SMART Objectives mailbox that the ITS department will create.

Action: Contact ITS and Tim Nesler to establish a SMART mailbox account that all SMART objectives can be emailed to and subsequently aggregated for reporting.

7.0 Updates from SI Working Groups (Responsible VPs)

Ed Bonahue gave a brief update on the TLC Excellence in Teaching and Learning group.

8.0 New Business – Mike Droll

Mike advised that he was a FACC Commission judge of the Exemplary Practices on Institutional Effectiveness and Professional Development. He has hard copy submissions

from all nominations on topics including "Change Leadership Collaborative (winner), Data Analysis Group, Scholarship of Teaching and Learning, STEM Research Keystone Program and Moving at the Speed of Business."

9.0 Adjourn to SI Working Groups

Mike adjourned the meeting at 3:35 pm