

Santa Fe College
Resource & Planning Council
November 4, 2010
Northwest Campus, Room S-318

Minutes

1.0 Welcome and Call to Order

Co-Chair Mike Droll called the meeting to order at 2:05 pm.

The following members of the Council were present:

*Ed Bonahue – Ex Officio	Tim Nesler
Lola Christian	David Price
Gayle Davis	Dan Rodkin
Mike Droll – Co-Chair	Laurel Severino
Steve Fisher	David Schlafer
Lela Frye	Angie Siekers
*Ginger Gibson – Co-Chair	Lynn Speer
Kelly Gridley	Joan Suchorski
Paul Hutchins	Marilyn Tubb
Jean Hutton	Bruce Tucker
Eugene Jones	

The following members/ex officio were not present:

*Bennye Alligood	Julie Shay
Lauren Bates – Student Rep	Clay Smith
*Chuck Clemons – Ex Officio	Lynn Sullivan
Michael Hutley	*Portia Taylor – Ex Officio
Bill Reese	Guy York – Ex Officio

Recorders: Hannah Fischer and Amy Nichols

*designates Leaders of Strategic Initiatives (CRM, TLC, OD-Organization Development)

2.0 Opening – Mike Droll

Mike Droll welcomed everyone to the last meeting of the RPC for the calendar year. He reminded the Council that room S-318 will continue to be reserved for the SI work groups' use after each RPC business meeting.

3.0 Approval of Minutes for October 21, 2010– Mike Droll

Mike asked for any changes or corrections to the minutes. Steve Fisher requested approval for council members to send in their corrections via email, a motion was made by David Schlafer and seconded by Steve Fischer to allow members to send in any corrections via email.

Action: Committee members to review and send in corrections to October 21, 2010 minutes by email.

4.0 Introduction of Planning and Assessment Calendar - Mike Droll

Mike began by highlighting the SACS Committee's response to the recommendation we submitted for 3.3.1, to point out the purpose of this Council. **"The Resource and Planning Council...The Council is charged by the President to integrate budget and planning through the development and maintenance of the IE formal processes"**. Mike asked an overhead question about what the word "integrating" means? It is a key point for SACS compliance. The SACS Committee's response continues with **"The institution might be well served to utilize the RPC to review all the processes listed in the IE Manual to determine how the processes can be integrated and streamlined to reduce redundancy and to ensure that each and every program and/or work unit is practicing continuous cycles"**

Mike introduced a comprehensive planning calendar delineating by colors, the Planning and Budget items, the Level I Program Review and the SLOA and SACS items. A copy of this calendar will be sent to members via email. It was noted that in November we submit reports for the Academic Program Review. The Academic Program Review is a cycle within itself and currently scheduled on a five year cycle. Dave Price asked "When did we begin the cycle?" The answer is two years ago. The Council was advised that a former provost had directed a basic SWOT analysis some five years ago as a precursor to Program Review.

Mike moved forward in the calendar to January when the RPC reconvenes for the budget process. On the Academic side, we should have the evidence documented to report outcomes for the BAS and the GELOs from the prior term. Eugene Jones asked about assessing CTE courses. Dave Price asked about assessing the more ethereal skills. Ed Bonahue responded that SACS mandates that colleges articulate certain skill areas rather than knowledge areas for General Education. We have to articulate the outcomes. We have to measure and show how we use the results of assessment for improvements.

In March 2012, the SACS Compliance Certificate will be due. All Non-Instructional Program Reviews should be finished before then, so we will have a complete cycle done. Before May 2011, the SI Work groups should produce their annual reports. Ginger Gibson asked if this was an assessment report and Mike said it should be the same as our college goals. Ginger asked if an assessment report was published. Mike responded that the report out on the

previous year's "[17] College Strategies" was part of our Response Report to SACS in July 2010. Ginger said the purpose is to demonstrate that planning is ongoing and that integrated planning is a part of our college processes.

5.0 Orientation to the Institutional Effectiveness Manual & Integration of Planning - Mike Droll

Mike advised the Council that the 4th edition is accessible on the RPC website. He and Clay Smith are currently working on another set of refinements to the 5th Edition. Mike solicited the RPC for review and feedback to the IE Manual. David Shlafer asked "How much of the IE Manual are we supposed to know?" David mentioned that it was an 80 page document, is a one-time review enough? Mike responded that SACS likely expects the RPC to have an understanding of the manual as the overarching process of IE at the College. Ginger Gibson stated that we should use it as a guide. Mike asked that everyone begin with a review of Chapter 4 which outlines the charge and role of the RPC. Chapter 10 was identified as a quick overview of the entire manual.

6.0 Updates from SI Working Groups (Responsible VPs/Leaders as designated)

TLC - not meeting today. A larger, expanded group of 15-20 people expected at a later date.
CRM –no report
OD – no report

7.0 Adjournment to SI Working Groups

Mike adjourned the meeting at 2:55 pm. He reminded those Council members going to the SACS Annual Meeting in Louisville attend the meeting scheduled for December 1, 2010 in the President's Cabinet Room directly following the Chairs and Directors meeting.