

Santa Fe College
Resource & Planning Council
April 21, 2011
Northwest Campus, Room S-318

Minutes

1.0 Welcome and Call to Order

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

The following members of the Council were present:

Lola Christian	Dan Rodkin
Mike Droll	Laurel Severino
Steve Fisher	David Shlafer
Lela Frye	Joan Suchorski
Kelly Gridley	
Paul Hutchins	Ed Bonahue – Ex Officio
Jean Hutton	Portia Taylor – Ex Officio
Tim Nesler	Sam Morris – Student Gov. Secretary
David Price	Khalil Quiran – Senate Pres. Pro-Tempore
Bill Reese	John Vivas sp?- Student

The following members were not present:

Gayle Davis	Clay Smith
Ginger Gibson	Lynn Sullivan
Michael Hutley	Marilyn Tubb
Eugene Jones	Bruce Tucker
Julie Shay	Chuck Clemons
Angie Siekers	Guy York

Recorders: Hannah Fischer and Amy Nichols

2.0 Approval of Minutes – Mike Droll

Mike asked if there were any revisions or corrections to the March 24, 2011 minutes sent by email to all the members. There were no corrections. A motion was made by Paul Hutchins to approve the minutes and seconded by Bill Reese. The minutes were approved.

3.0 Reflections from the DBOT Workshop – Mike Droll

On Tuesday, April 19, 2011 the District Board of Trustees had a RPC workshop. Mike believed what the BOT was looking for was a college visionary plan for the next five years and that the college Master Plan was the first thing he thought about. All college planning, from instruction through facilities use, eventually channels up and through the Master Plan. Mike said it was very apropos that Bill Reese was attending today. He asked Bill to give an impromptu talk about the Educational Plant Survey. Mike also asked for feedback from other members about their impressions or ideas of the workshop. Bill explained about the recent transportation bill where Santa Fe lessened vehicle impact. The BOT was involved with Development and Institutional Planning before they approved it. The request for funding was through the Educational Plant Survey. The survey takes an inventory of major classrooms and laboratories then on the academic side it looks at projected enrollment growth and program growth. We reconcile the inventory and using analysis and comparisons we look at shortfalls in space, renovations and new construction and site improvements. We use the Ed Plant Survey to request PECO funds. In August we submit another one to Tallahassee. A discussion of questions like renovation over remodeling, food court funding, updating rules that in the past made sense as a projection but currently do not.

4.0 2010-2011 SMART Planning Objectives Midpoint Status – Mike Droll

Chapter 5 of the *IE Manual* covers Unit Planning. Copies of the *SF Annual Assessment and Improvement Report 2009-10* were provided for each table. Mike asked everyone to turn to page 2 in the Assessment and to look at the paragraph on “Use of Results for Improvement.” Using the College’s Organizational Charts, 49 planning units were identified. This year we had 100% participation in the planning process compared to last year’s 49% participation. Looking at the 2010-11 SMART Objectives handout, a verbal recap of the findings show that 80 objectives are now in draft form. 11 objectives are finalized at this time and 46 objectives have been updated with a midpoint status. A “hats off” to Academic Advisement for publishing results. Santa Fe needs three cycles of this documentation of planning for SACS before 2012. We will close out the 2010-11 Planning Objectives before May 30th Memorial Day.

5.0 SACS Update- Monitoring Report and Planning Calendar-Mike Droll

Looking at the *Four Phase Reaffirmation Process Chart* or *Planning Calendar*, we are moving out of Phase 1 (preparation) and into Phase 2 (off site review). We just completed the Monitoring Report and it has been delivered to the SACS office in Decatur, Georgia. The Monitoring Report was a follow up to two of the recommendations from the SACS committee, both in the area of Institutional Effectiveness. Specifically CS 3.3.1.1 and CS 3.3.1.5 and we were able to provide nine solid examples of projects in the public service area. The report should be vetted in June of this year. We should send the Compliance Certificate in the mail or through Xitracs to the SACS office before the Winter Holiday break. A second Xitracs training was held on April 7th and generated some questions and answers that are posted on Xitracs. Mike encouraged everyone to go out to Xitracs and look at the Monitoring Report, the how-to manuals and for those

assigned to a SACS team from the SACS Kick-off to familiarize themselves with the site. For the Team leaders, Mike suggested they start building their teams for the assigned Principles and making sure their members had access to the site. Contact Clay Smith or Mike for help if you encounter any problems. Ed Bonahue said that some areas of the Compliance Statement can be lifted and pasted into the draft, for example pieces from the Substantive Change 2008-2009 and basic core requirements, while others in the program areas and administrative areas cannot. Mike asked for any questions and there were none. Mike said that basically we have been pursuing a path for compliance for the past three years so we should be good in that aspect.

- CS - Comprehensive Standards
- CS 3.3.1.1 – educational programs to include student learning outcomes
- CS 3.3.1.5 – community and public service within its educational mission, if appropriate

6.0 Common Data Set – Mike Droll and Hannah Fischer

The Common Data Set Initiative is a collaborative effort between higher education institutions and publishers like the College Board, Peterson’s and US News and World Report, that we hope to play a part in. Hannah Fischer has been working on filling out the surveys for potential students and their families to use. We want to put all our data in a standard format. It will minimize the work load of doing all three surveys and we will be able to refer people to the site for data. Dan Rodkin asked where it would be located. Mike was open to suggestions and Tim Nesler suggested the home page of Santa Fe and Dan thought IE’s webpage and maybe supplant the fast facts with the CDS. Mike said we will look at UF’s IR department and use it as a model.

7.0 Announcement/Adjournment – Mike Droll

Before adjourning, Mike announced that this would be his last RPC meeting. He would be semi-retiring but continue to teach part time. He thanked everybody and said he appreciated their support over the years and that he wished the very best for Santa Fe as they go forward with SACS. Mike adjourned the meeting at 3:50 pm accompanied by a general round of thanks and farewell from the committee.