

Santa Fe College
Resource & Planning Council
June 21, 2012
Northwest Campus, Room S-329

Minutes

1.0 Welcome and Call to Order

Lisa Armour called the meeting to order at 2:02 pm.

The following members of the Council were present:

Lisa Armour	David Price
Lola Christian – Marie Thomas in proxy of Ginger Gibson	Bill Reese- DeAnn Thompson in proxy of Dan Rodkin
Gary Hartge- Hannah Fischer in proxy of Jodi Long	David Shlafer Clay Smith
Sharon Loschiavo	Joan Suchorski
Rhonda Morris	Lynn Sullivan
Tim Nesler	Carole Windsor Gerard Williams - Amin Ahmadzadeh in proxy of

The following members were not present:

Ed Bonahue	Lela Frye
Naima Brown	Jean Hutton
Chuck Clemons	Marilyn Tubb
Karim Diff	

Recorders: Hannah Fischer and Amy Nichols

2.0 Approval of Minutes – Lisa Armour

Action Taken: Minutes for the March 29 meeting were approved.

Action Taken: Minutes for the April 19 meeting were approved.

Action Taken: Minutes for the April 26 meeting were approved.

Action Item: Lisa Armour will expand the May 17 minutes to include more information about the “Organization Development” strategic initiative. The revised May 17 minutes will then be presented for approval at the July meeting.

3.0 Revisions to the Procedure for Allocating Technology Fees – Tim Nesler

Tim Nesler presented proposed changes to the Student Technology Fee Usage Policy for discussion. He also shared a handout describing current projects funded by the fee and proposed future projects. In response to a question about the Santa Fe's current technology fee rate, Ginger Gibson stated that it was less than the 5% authorized by statute, and confirmed that there was no increase planned for the 2012-2013 academic year. Members were invited to share any questions or suggestions on the fee projects.

Action Item: Council members will review the documents thoroughly and provide feedback to either Lisa Armour or Ginger Gibson by email. Revisions will be presented at the July meeting for further discussion and approval.

4.0 Budget Update – Ginger Gibson

The President held the College-wide Budget Meeting on Monday, June 18, 2012, which most of the members attended. The District Board of Trustees has approved the 2012-2013 budget. The college will provide a two percent cost of living increase for all full-time employees. A one-time supplement of \$500 will be dispensed in November. There will be no increase in tuition.

Ginger Gibson is now working to make budget details available online. She is also working on Capital Outlay and enrollment projections. Lisa Armour, on behalf of the Resource and Planning Council, thanked Ms. Gibson for the outstanding job she did this year and every year on the College Budget.

5.0 Revisions to the SMART Objectives Database – Lisa Armour

Smart Objectives at the Unit level serve as a way to share plans for projects and initiatives. The acronym SMART represents **S**pecific, **M**easurable, **A**chievable, **R**ealistic and **T**ime-bound. Objectives can be either operational or strategic. Ed Bonahue, Ginger Gibson and Lisa Armour have revised the design of the Smart Objectives database to improve ease of use and ensure explicit linkages to the college's mission, values, goals, and initiatives. SMART Objectives designated strategic by a vice president will include, within the SMART Objectives database, assessment plans, work plans, and assessment reports. Both strategic and operational SMART Objectives will include descriptions that feature learning and administrative outcomes, along with associated assessment measures and targets. The focus of all operational objectives will be "continuous improvement." The focus of each strategic objective will be selected from among the RPC's focus statements for strategic initiatives.

Program Review templates will be revised next year. The new templates will take advantage of revisions to the SMART Objectives database, and will feature reflection on the accomplishment of past SMART Objectives as well as planning for future SMART Objectives.

Tim Nesler reminded the Council that IT components are commonly found within SMART Objectives. The Council affirmed the necessity of keeping ITS and other service organizations informed of any planned SMART Objectives requiring their involvement. ITS and other service

organizations' competing priorities would have to be considered in setting up time lines for accomplishing SMART Objectives requiring their involvement.

6.0 Discussion of the College's Efforts to Internationalize the Curriculum – Clay Smith

Clay Smith proposed an addition to the College's values or goals to include the subject of internationalization. Members expanded the discussion to include ideas about the Democracy Project, citizenship, and global responsibilities. Consensus built around expanding an existing value to read "individual, social, and global understanding, engagement, and responsibility" rather than simply "individual, social, and global responsibility."

Action Item: Council members will share feedback and suggestions via email. Further discussion and/or action will occur at the July meeting.

7.0 Distribution of the Ideas submitted as Possible Topics for the QEP – Lisa Armour

Of the 104 ideas sorted by the QEP raters, some could be considered possible focus statements under the strategic initiative "Organizational Development." The ideas can be viewed on the QEP webpage:

http://dept.sfcollege.edu/qep/content/media/SF_104Statements_RankOrdered.pdf

Action Item: Lisa Armour will email a document containing the 104 ideas sorted by importance, as perceived by the QEP raters. Council members will review the ideas for discussion at the July meeting.

8.0 Adjournment

Before the meeting was adjourned, Lisa Armour introduced Marie Thomas as the new Chair for Career Service and welcomed her as a member. She also welcomed back Amin Azmadzadeh as the student body representative. The meeting was adjourned at 3:25 pm