

**Santa Fe College**  
**Resource & Planning Council**  
September 27, 2012  
Northwest Campus, Room S-329

**Minutes**

**1.0 Welcome and Call to Order**

Lisa Armour called the meeting to order at 2:06 pm.

The following members of the Council were present:

Lisa Armour	Benny Alligood
Ed Bonahue	David Price
Naima Brown	Bill Reese
Lela Frye	Dan Rodkin
Gary Hartge	David Schlafer
Jean Hutton	Joan Suchorski
Jodi Long	Lynn Sullivan
Sharon Loschiavo	Chris Parks for Marie Thomas
Rhonda Morris	
Tim Nesler	

The following members were not present:

Chuck Clemons	Ginger Gibson
Karim Diff	Clay Smith
David Durkee-student	Carole Windsor

Recorders: Hannah Fischer and Amy Nichols

**2.0 Approval of Minutes – Lisa Armour**

**Action Item:** Discussion of a process for identifying and considering the full impact of technology enhancements and other projects will be a future agenda item.

**Action Taken:** Minutes for the July 26 meeting were approved.

**3.0 Proposed Schedule of Resource and Planning Council for Academic Year 2012-2013 – Lisa Armour**

Proposed meeting dates for 2012-13 were discussed. It was suggested that the March date be adjusted to accommodate the college's Spring Break. It was recommended that RPC meet twice in March and twice in April because of the budget development cycle and the intense involvement of the RPC in development of the budget.

The RPC membership roster was discussed. RPC faculty member Jean Hutton, who has served with distinction for some time, plans to rotate off the council next year. A replacement will be identified for her, to start service on the council in July 2013. Members were invited to contact Lisa Armour or Ginger Gibson if they wish to rotate off the council or if they have suggestions about procedures for rotating membership.

**Action Item:** Hannah Fischer will revise the 2012-2013 meeting dates and roster according to today's feedback. Lisa Armour will distribute the revised documents.

**Action Item:** RPC member and College Senate President David Price will facilitate development of a College Senate proposal for rotating faculty membership on the RPC, including specification of appropriate time of service.

#### **4.0 Future Agendas – Lisa Armour**

Ideas for agenda items for 2012-13 RPC meetings were presented by members for discussion. Based on last year's business, one item of particular interest for strategic planning was developing working institutional definitions for and distinctions between values statements and goals statements. Determination and allocation of lab fees were brought up as another topic to put on a future agenda. Members were invited to continue thinking about and proposing future agenda items by contacting Lisa Armour or Ginger Gibson.

Action Items:

Add development of working institutional definitions for and distinctions between values statements and goals statements to a future agenda.

Add discussion of the life cycle and assessment of the strategic plan, and procedures for periodic review of the mission, values, and goals statements to a future agenda.

Add discussion of Lab Fees to a future agenda.

#### **5.0 2012 Summer Leadership Retreat Initiatives – Lisa Armour**

The vice presidents presented information on their Leadership Retreat Initiatives. Discussion followed, with an emphasis on the initiatives' alignment with the Strategic Plan.

There was discussion on dissemination of and use of historical assessment data for planning. The recent administration of the SENSE (Survey of Entering Student Engagement) was offered as an example of an opportunity to facilitate discussion of data that would

impact strategic planning in general and the Quality Enhancement Plan (QEP) – Navigating the College Experience – in particular. There was discussion about dissemination of historical CCSSE data, along with data expected from the Spring 2013 administration of CCSSE.

Action Item: Lisa Armour will look into the possibility of disaggregating CCSSE data by campus/center.

Action Item: At a future RPC meeting, Lisa Armour will propose a process for disseminating and discussing SENSE and CCSSE data, and summarizing the results of discussions for use in planning.

## **6.0 Update on Redesigned SMART Objectives Database – Lisa Armour**

There was discussion about the 2011-12 redesign of the SMART Objectives database. Lisa Armour reported on training sessions held for directors and department chairs on use of the new templates associated with the database.

## **7.0 Program Review Redesign – Lisa Armour**

Armour called for volunteers to work on a redesign of the Program Review process, to gain maximum value from the redesigned SMART Objectives database. Ed Bonahue, Jodi Long, and Poorya Shidfar volunteered.

Action Item: Lisa Armour will schedule a meeting to begin redesign of the Program Review process.

## **8.0 Update on SACS-COC Reaffirmation of Accreditation – Lisa Armour**

All RPC members were asked to clear their calendars to the greatest extent possible for the October 29-31 visit of the SACS Reaffirmation Committee.

## **9.0 Adjournment**

The meeting was adjourned at 2:46 pm.