

**Santa Fe College**  
**Resource & Planning Council**  
September 26, 2013  
Northwest Campus, Room F-258

**Minutes**

**1.0 Welcome and Call to Order**

Lisa Armour welcomed the new council members to the 2013-14 year. Minutes from the July 23, 2013, meeting had been previously distributed to all council members via email. It was decided that approval and/or corrections of the July minutes would be accomplished through email.

**Action Item:** Request approval of July minutes through email.

The following members of the Council were present:

Bennye Alligood	Kim Fugate-Roberts
Lisa Armour	Jodi Long
Naima Brown	Rhonda Morris
Chuck Clemons	Tim Nesler
Mike Curry	David Price
Gary Hartge	Marie Thomas
Mike Hutley	Jessica Vander Biezen

The following members were not present:

Ed Bonahue	Bobby Hom
Daniel Freed	Dan Rodkin
Lela Frye	David Schlafer
Ginger Gibson	David Tegeder

Recorders: Cheryl Farrell & Amy Nichols

**2.0 Demonstration and Discussion SMART Objectives App – Lisa Armour**

An overview and the mechanics of the SMART Objective app were revealed to the council as a new vehicle by which the college's documentation efforts in the area of institutional effectiveness will be strengthened. The tool provides a glossary of definitions and promptings that support creating essential documentation and information necessary to accomplish a course of action that will result in increased student learning or improve a unit's operations. The app provides a guided approach to planning that ties each SMART Objective either to a focus statement from the college's strategic plan (making it a strategic objective) or to continuous improvement in one of the college's planning units (making it an operational objective).

The first scheduled training session occurred this week at the Blount Center and additional workshops are planned for the coming weeks.

**Action Item:** Send council members Planning Unit documentation.

### **3.0 Support of the Web Strategy Group – Lisa Armour/Gary Hartge**

A recommendation was made that the Web Strategy Group be adopted by the RPC as a working group (Web Strategy Group members include representatives from Institutional Research, Information Technology Services, Communication and Creative Services, Student Affairs, and Academic Affairs). This would provide a partnership whereby the group's recommendations could be vetted by the RPC, particularly those that impact a broad segment of the college. Web Strategy Group chair Gary Hartge described the group's current recommendation that the college adopt a content management system, and requested the RPC's help in facilitating discussions about appropriate guidelines, procedures, and training related to content management. After a lengthy discussion the group was adopted by the Resource and Planning Council as a working group.

**Action Taken:** The Web Strategy Group was accepted as a working group of the RPC.

### **4.0 The RPC's SWOT Analysis – Lisa Armour**

The SWOT Analysis summary document was emailed and presented to the council for their review. The next step outlined for the group is to aggregate their individual opinions on the relative importance of identified strengths, weaknesses, opportunities, and threats, in order to focus attention on areas with the most potential to impact achievement of the mission. Individuals will be asked to rank their top eight items prior to the next RPC meeting. Dr. Armour reviewed the process and will also provide written information about the ranking procedure via email so everyone is utilizing the same system. It is requested that each individual submits their ranking through email to her. She proposed extending this same invitation to those members of the council that rotated off before this year's business began who contributed to the formation of the list of factors. The council was in agreement.

**Action Items:** Lisa Armour will email a SWOT factor rankings request to 2012-13 and 2013-14 RPC members. Council members will return their rankings to her via email. She will then aggregate and report results.

### **5.0 Adjournment**

The meeting was adjourned at 3:25 p.m. The next scheduled meeting is October 17, 2013.