

Santa Fe College
Resource & Planning Council
November 17, 2016
Northwest Campus, Room F-258

Minutes

1.0 Welcome and Call to Order

Lisa Armour called the meeting to order at 2:08 p.m. and welcomed Lukisha King and Jessica Brown representing the Career Service Council on behalf of Lindy Russell.

The following members of the Council were present:

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| Lisa Armour | Jodi Long |
| Ed Bonahue | Rhonda Morris |
| Naima Brown | Bill Penney |
| Cheryl Calhoun | David Price |
| Ginger Gibson | Jake Searcy |
| Gary Hartge | David Schlafer |
| Mike Hutley | Courtney Taylor |
| Kathryn Lehman | David Tegeder |
| Patti Locascio | |

The following members were not present:

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| Carlos Alfonzo | Lindy Russell |
| Kim Fugate-Roberts | Jessica Vander Biezen |
| Beatriz Gonzalez | |

Recorders: Cheryl Farrell and Amy Nichols

Guests: Jessica Brown, Lukisha King, and Stefanie Waschull

2.0 Approval of September 22, 2016, Meeting Minutes – Lisa Armour

Action Taken: September's minutes were approved.

3.0 Online Modules for Pre-Advisement or Orientation – Rhonda Morris

September's RPC meeting closed with the suggestion that the council, as shepherds of the Strategic Plan, watch a few online pre-advisement and orientation modules, which had grown out of many strategic planning discussions. Lisa Armour invited Rhonda Morris to present two modules offered in MyStatus, the tool for assisting students from point of application to the point of initial enrollment. Morris pointed out the *Intro to Advising* modules are provided to students prior to in-person advisement sessions. Council members watched *How Can I Make the Most with My Academic Advisor*. Morris reviewed some links providing useful information to students and a short quiz as a follow up to the module. Also presented to the council was the *New Student Success Orientation* module. Basically, the structure is consistent from module to module, and was adopted to guide the orientation

material as well. For the most part, feedback from students has been positive. In closing, Morris noted that modules can be created for diverse populations, but there is a tremendous need for dedicated staff to manage and keep material current. Dr. Armour stated that the modules meet the Strategic Plan's strategy and tactic *Meet students where they are: Provide students with intuitive and immediate access to resources and information through an engaging technology interface.*

4.0 Discussion about Planning Units' Strategic Outcomes – Lisa Armour

Dr. Armour discussed planning unit outcomes tied to the strategic plan and displayed examples within the Outcomes, Planning, and Assessment (OPA) application. Several outcomes were reviewed along with their action theme, strategy, and tactic. It was noted that the Office of Civic Engagement and Service had an outcome that could be strategic under the action theme of Achievement with the strategy that students become informed and engaged citizens. Also discussed were planning unit reviews, which are made up of three narratives, each addressing the assessment measures used to determine progress towards achievement of the planning unit's outcomes. There was discussion about various techniques for establishing benchmarks for assessment measures.

Armour advised that the recommendation narrative (the third narrative in the planning unit review) should provide preliminary information on proposed action plans for the coming year, and should focus on items/issues within the planning unit's control. It was particularly noted that a budget request should not be made through a recommendation narrative. Rather, budget requests should be made through the college's established budget process. Any budget requests approved through that process and intended to support execution of an action plan may be noted within the appropriate OPA action plan form. That form includes fields called 'Forecasted Nonrecurring Costs' and 'Forecasted Recurring Costs.'

Another possible element to the planning unit review is a SWOT analysis. Typically, each planning unit will conduct a SWOT analysis every two or three planning years, and it may be uploaded within OPA for inclusion within that year's planning unit review.

Action Item: Dr. Armour will present selected planning unit reviews to the RPC over the next few meetings.

Once RPC members gain proficiency with planning unit reviews, they will serve in a consulting capacity to planning unit leaders conducting planning unit reviews and uploading them to OPA.

In closing, Dr. Armour informed the council that the SACSCOC Fifth-Year Interim Report is due in September 2018. Since institutional effectiveness was the area of challenge cited following the SACSCOC decennial review in 2013, this will be an area of emphasis for the fifth-year report. Having documentation demonstrating research-based planning is critical to the demonstration of institutional effectiveness.

Armour stressed the importance of each member of the RPC acting as an ambassador and coach for research-based planning and purposeful assessment. These efforts will ensure the effectiveness and improvement of all programs and services at the college.

5.0 Adjournment

The meeting was adjourned at 3:23 p.m.