

**Santa Fe College**  
**Resource & Planning Council**  
January 19, 2017  
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.

The following members of the Council were present:

Lisa Armour	Jodi Long
Ed Bonahue	Rhonda Morris
Naima Brown	Bill Penney
Cheryl Calhoun	David Price
Kim Fugate-Roberts	Lindy Russell
Beatriz Gonzalez	Jake Searcy
Gary Hartge	David Schlafer
Mike Hutley	Courtney Taylor
Kathryn Lehman	Jessica Vander Biezen

The following members were not present:

Carlos Alfonso	Patti Locascio
Ginger Gibson	David Tegeder

Recorders: Amy Nichols  
Guests: Lela Frye and Gary Cothren

**2.0 Approval of November 17, 2016, Meeting Minutes – Lisa Armour**

**Action Taken:** November's minutes were approved.

**3.0 Planning Unit Review Presentation – Lisa Armour**

Dr. Armour presented AVP Lisa Ciardulli's planning unit review for the Center for Teaching, Technology, and Training and discussed in detail the three narratives regarding outcomes, action plans, and recommendations.

The first narrative, called a Narrative on Planning Unit Outcomes, should state the outcomes, the assessment measures, current values for the assessment measures, and targets for the assessment measures. Through its outcomes, the planning unit should carefully articulate the main purposes for the existence of their planning unit, making clear statements as to what they contribute to the achievement of the college's mission. Every outcome must have multiple assessment measures associated with it, and the Planning Unit Leaders, in consultation with their staff, will determine the most meaningful assessment measures for their outcomes. Each planning unit should only have three to six outcome statements. It is not necessary for every outcome in the

planning unit review to be strategic in nature or align to any particular item in the Strategic Plan. Ciardulli created templates for her planning unit review which Armour will email to planning unit leaders upon request.

The second narrative is the Narrative on Action Plans, which is basically a reflection on the planning unit's accomplishments over the past planning year in terms of its outcomes. In documenting accomplishments, it is critical that the planning unit's assessment measures are addressed, specifically the effects of the planning unit's actions on whether the established targets for their assessment measures were achieved. This approach contributes to documentation of the college's research based planning practices, which is a requirement of our regional accreditor.

The third narrative, called the Narrative on Recommendations, is a reflection on where the planning unit intends to improve over the coming planning year. Again, assessment measures are explicitly addressed. New targets may be established, if appropriate. Also, new action plans for improvement are named and described in whatever detail is known as the planning unit looks ahead to the coming planning year. There was discussion regarding various techniques for updating benchmarks, outcomes, and adding planning unit reviews to OPA. Armour stated that when logging new benchmarks, revising assessment measures or targets, etc. planning unit leaders should add comments to preserve a record of their actions.

It was noted that a planning unit review consists of the three narratives described above. Though it is advisable to use the OPA application to file action plans, it is not necessary to do so in order to complete a planning unit review. The Vice Presidents will provide guidance to planning unit leaders in their divisions regarding expectations for documentation of action plans.

Once RPC members gain proficiency with planning unit reviews, they will serve as a resource to planning unit leaders conducting planning unit reviews.

**Action Item:** Dr. Armour will email Planning Unit Review templates to those requesting copies.

#### **4.0 Annual Strategic Planning Workshop – Lisa Armour**

The Annual Strategic Planning Workshop is scheduled for the afternoon of March 24<sup>th</sup>, however, it may be rescheduled as the Alachua County Public Schools' spring break is the same week.

**Action Item:** Cheryl Farrell will determine if workshop can be rescheduled.

#### **5.0 RPC Presentations – Lisa Armour**

Armour will draft an email of remaining RPC meeting dates for members to schedule their budget recommendations presentations for Fiscal Year 2017/2018.

**Action Item:** Dr. Armour will email meeting dates to presenters.

## **6.0 Adjournment**

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