

Planning Council
Friday, September 27, 2013
Administrative Board Room

Meeting called to order at 10:47AM.

Present:

Dr. Stephanie Tully-Dartez, Dr. Val Cantú, Dr. Jim Bullock, Dr. Tim Kirk, Dr. Denise Robledo, Veronda Tatum, Casey Martin, Art Brown, Jim Roomsburg, Dean Inman, Dr. Sandra Pugh, Dr. John Spencer, Susan Spicher, Christy Wilson, Brett Powell, Doyle Manis, Roslyn Turner, Skylar Jones, Tammi McKinnon, Jennifer Baine, Doyle Manis

The purpose of the planning council and the new communication model was reviewed. The Planning Council is in place to facilitate communications between all councils (academic affairs, student affairs, and administrative affair). Proposals originate in the committees. The proposals then move to the corresponding division council. That council votes and the chair brings the proposal to the Planning Council. The members of the Planning Council represent their peers as they discuss concerns or support for the proposal. This council does not vote but the Executive Cabinet members will be in attendance so that they can request more information or clarification if needed. The Executive Cabinet will vote on proposals, often immediately after the Planning Council meeting. Proposals that need to come to the Planning Council include ones that will require modification of the budget or affect the way multiple departments perform their jobs. Information that needs to be distributed across campus should also be brought to the Planning Council. It is vital that all Planning Council members take the information that they receive in the meeting and share it with their departments. If a member cannot attend, they should try to send a proxy to the meeting. If a proposal has been approved at the Academic Affairs, Student Affairs or Administrative Affairs council, it should be sent the Stephanie Tully-Dartez by the Monday before the planning council meeting so that the agenda can be sent out several days in advance.

Council Reports and Proposals:

- Academic Affairs - Dr. Sandra Pugh reported that the Academic Affairs Council did not have any proposals or announcements at this time.
- Student Affairs - Dr. John Spencer reported that the Student Affairs Council did not have any proposals or announcements at this time.
- Administrative Affairs - Dr. Tim Kirk brought forward an announcement from the Administrative Affairs Council; (See Attachment A). Dr. Kirk stated that Windows ends all updates for XP in April thus we need to move the campus to Windows 7. Windows 7 will be an installation not an upgrade. Campus computer users will need to back up their custom settings and find installation disks for their specialized software. If the software is more than 6 years old it may not be Windows 7 compliant. Microsoft Office will also be updated during this process. By April 1 everyone will be on Office 2013 and Windows 7. The IT department will make an appointment with you to install the new versions once you have your custom materials backed up. Student labs will be done over holidays. Printers may need to be upgraded too. If there are no installation disks, alternatives, freeware, etc. should be looked at. Dr. Kirk requested a list of specialized program or faculty software. Dr. Pugh requested a list of software in the TLC and Dr. Kirk agreed to provide it. Casey Martin stated that the Nelson Denny may not be Windows 7 compliant and she would look into it.

- Stephanie Tully-Dartez proposed a college wide monitoring calendar to facilitate smooth operations review the Institutional Effectiveness/ Strategic Plan. College wide outcomes will be reported regularly through the year. For example, the Community College Survey of Student Engagement (CCSSE) is a college wide measure that will be reviewed annually on X Month to strategize the use of information and identify potential improvements. Doyle Manis seconded the proposal. All voted in favor. (This will be one of the few times that the Planning Council will vote because this decision affects how the Planning Council will operate.) Stephanie Tully-Dartez said that she would mail out a blank calendar, the IE measures, and some examples for the Planning Council Members.
- Stephanie Tully-Dartez presented the results of the 2013 CCSSE report; (see Attachment B).
Highlights included:
 - 85.2% - Rate their satisfaction with SouthArk as good to excellent
 - 52% are first generation 32% intend to transfer, 33% are changing careers
 - 49% lack finances which may lead to withdrawal
 - 41% say work may lead to withdrawal
 - 40% spend 6 hours commuting

Questions or remarks were requested from the Planning Council Members.

- Dr. Val Cantu stated that many committees were struggling with Parliamentary procedure and suggested that we pursue professional development opportunities, possibly for In-Service.
- Dean Inman wanted to know whether the CCSSE was used to monitor performance or to make improvements. Stephanie Tully-Dartez responded that it should be used for both.
- Dr. Val Cantu suggested that some of the lower CCSSE values may be related to the rise in Distance Learning Courses. Stephanie Tully-Dartez stated that CCSSE participants must be registered for at least one in person course to take the survey. She also stated that there were ways to improve engagement of online students and that it was likely a goal of the distance learning committee to promote these.
- Dr. Jim Bullock stated that equivalent services for online students were a discussion point during his previous institutions accreditation review.

The floor was opened for questions or comments from the guests. None were made. The meeting adjourned at 11:32 AM.

WINDOWS 7 AND OFFICE 2013 MIGRATION:

Every technology has a lifecycle. The lifecycle begins when a product is released and ends when it's no longer supported or sold. Knowing key dates in these lifecycles helps us make informed decisions about when to upgrade or make other changes to the software used by the College.

Mainstream support for Windows XP ended April 14, 2009 and Microsoft will discontinue its extended support April 8, 2014. Without Microsoft support, we will no longer receive security updates that can help protect workstations from harmful viruses, spyware, and other malicious software that can steal College/ personal information. Moreover, Internet Explorer 8 (the most advanced version available in Windows XP) is becoming increasingly incompatible with Blackboard, MyLabsPlus, and other core academic software. Finally, the Testing Center must upgrade its workstations to meet test publishers' standards.

In light of these facts, it is the recommendation of the Administrative Technology Committee that the Office of Information Technology (OIT) initiate a campus-wide effort to upgrade all college workstations to Windows 7. While this is a large task, we hope that all workstations will be upgraded prior to April 1st – this ambitious goal should be attainable as the migration process has already begun. Classroom instructor's stations should be upgraded in the next few weeks and all classroom workstations over the winter break; office machines should be upgraded as schedules permit.

Windows 7 requires a clean installation and thus will require that all programs will need to be reinstalled. As a result, OIT should leverage its efforts and install Office 2013 as workstations are upgraded. Some older programs will not work with Windows 7 nor will some printers/scanners. Departments and users will need to acquire upgrades and installation media for all installed software – again, we cannot upgrade to Windows 7; it must be installed. It is thus further recommended that OIT publish guidelines on saving preferences, bookmarks and other customizations and facilitate training on Office 2013 and Windows 7.

COMMUNITY COLLEGE SURVEY OF STUDENT ENGAGEMENT

BOT PRESENTATION, 8/20/2013

COMMUNITY COLLEGE SURVEY OF STUDENT ENGAGEMENT

- What it is
 - Qualitative assessment measuring student engagement and satisfaction
 - 85.2% of students rate their satisfaction as good to excellent
- Why we do it
 - Nationally benchmarked
 - Scientifically designed
- What Information is contained

IN SIGHT INTO OUR STUDENTS

- Family Background
 - 52% of student respondents indicate that they are "first-generation."
 - 59% indicate that their mothers' highest level of education was, at most, a high school diploma
 - 65% indicate that level for their fathers.
- Academic Goals
 - 32% intend to transfer to another college
 - 33% came to college to change careers
- Barriers to Completion
 - 49% indicated that a lack of finances may lead to withdrawal
 - 41% indicated that work may lead to withdrawal

IN SIGHT INTO OUR STUDENTS

- Time outside of Class
 - 40% of our students indicate that they spend atleast 6 hours a week commuting to and from campus
 - 32% spend more than 30 hours a week taking care of a dependent
 - 27% spend more than 30 hours a week at work
 - Aproximately 8% indicate that they **both work 30+ hours a week and spend 30+ hours taking care of dependents**
- Family Environment/ Cheerleaders
 - 51% discussed ideas from readings or classes with others outside of class
 - 89% of students say that their family is supportive of their SouthArk education, 75% say the same of their friends
 - 95% of our students would recommend us to a friend or family member

QUALITATIVE EVALUATIONS OF OUR PROGRAMS AND SERVICES

- Student Services
 - Priorities
 1. Academic Advising
 2. Financial Aid
 3. Computer Labs
 - Quality
 - Majority of students "Very Satisfied" with computer and skills labs
- Relationships
 - Rarely work with instructors on activities outside of school work
 - On a 7 point scale
(1 = Unfriendly, unsupportive, sense of alienation ... 7 = Friendly, supportive, sense of belonging)
 - Faculty=5.82
 - Staff=5.31
 - Other Students=5.59

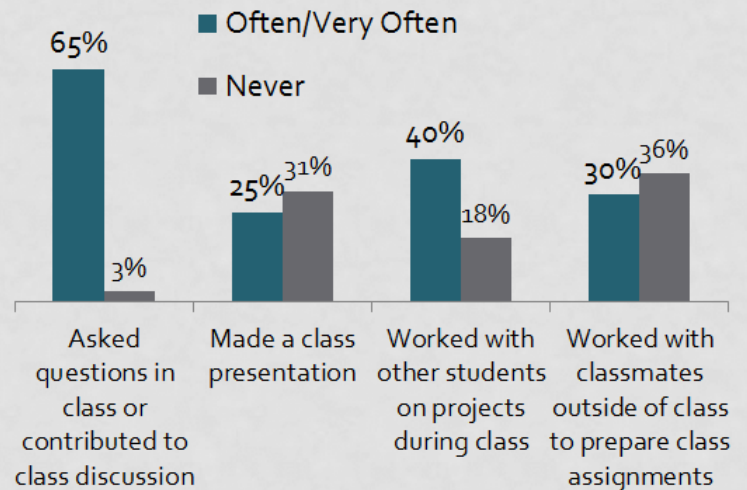
EVALUATION OF PROMISING PRACTICES

- 85% Instructors clearly addressed the attendance policy (80.7% in 2012)
- 41% knew that they had to take a placement test at least a month in advance
- 60% did not prepare for the placement test
- 68% worked with an advisor to build a degree plan
- 39% of those struggling indicated that they were contacted by someone at the college to offer assistance (29% in 2011)

QUALITATIVE MEASURES OF ACADEMIC PRACTICES

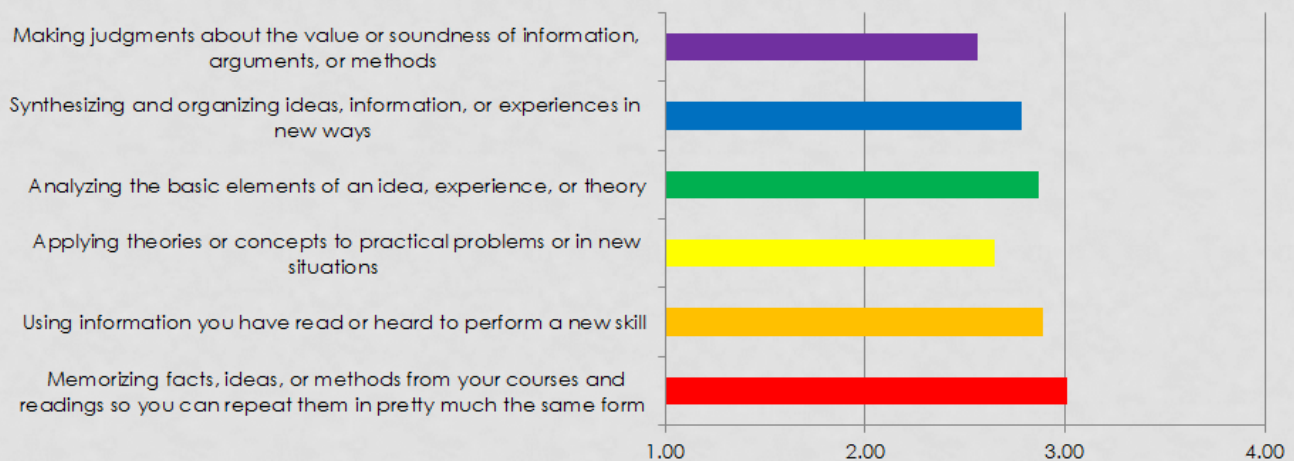
- Assignment Requirements
 - Collaborative Activities
 - Discussed readings outside of class
 - Communicating Activities
 - Few students gave presentations in class

Academic Experience



QUALITATIVE MEASURES OF ACADEMIC PRACTICES

- Level of Academic Rigor
 - Top classroom activity was
 - Memorization
 - Application of learned techniques
 - Least used classroom activities were
 - Judgment of value or information soundness
 - Applying theories to new situations



LONGITUDINAL DATA AND PEER COMPARISON

- Year to year progress on new or modified practices
- Monitoring of existing services
- Peer comparison
 - AATYC
 - IPEDS Comparison Group
 - Small Colleges
 - Any one or combination of the 700+ participating community or technical colleges