

Planning Council
Friday, October 25, 2013
10:45 a.m. – Administration Building Board Room

Present: Dr. Stephanie Tully-Dartez, Dr. Val Cantú, Dr. Jim Bullock, Dr. Tim Kirk, Cynthia Reyna, Veronda Tatum, Casey Martin, Robyn Jardine, Phil Ballard, Art Brown, Jim Roomsburg, Dean Inman, Dr. John Spencer, Susan Spicher, Christy Wilson, Brett Powell, Doyle Manis, Roslyn Turner, Francis Kuykendall

The meeting was called to order at 10:46 AM. Dean Inman made a motion to approve the minutes from the previous meeting. Brett Powell Seconded.

There were no proposals brought forward from Academic Affairs or Student Affairs. Dr. Tim Kirk stated that Administrative Affairs had met but did not have a quorum. Dr. Kirk shared that the Buildings and Grounds Committee had been tasked with evaluating a potential locking mechanism for the classroom doors. The [device](#) that they were looking into would allow the door to be locked from the inside without a key but still opened from the outside with a key. The initial test was unsuccessful because students were able to remove the device. They are planning to use a more secure adhesion method.

Phil Ballard announced that Academic Affairs had approved a new 2 +2 Agreement with SAU for Criminal Justice. Dr. Val Cantu stated that the Stepping Stones program would be coming up for approval in the near future and was in process in the curriculum committee.

Dr. Stephanie Tully-Dartez requested clarification that proposals which pertain only to one of the councils and did not need a budget adjustment would come to the Planning Council for Announcement but did not require further voting from the cabinet. Example: 2 +2 Agreement vote in Academic Affairs was the final vote for that proposal. Dr. Cantu agreed that it was brought forward for communication purposes only.

Dr. Bullock did not have any announcements from the Student Affairs Council.

Dr. Kirk announced that IT had finished changing out instructor machines in Whitfield and the Health Science Center. East Campus is next. If you have Windows 7, you can download and install Office 2013 on your computer from the P: Drive. The department goal is to have Windows 7 and Office 2013 on all classroom computer in January. Francis Kuykendall purchased visual guides for the new office programs and they can be found in the library.

Dr. Tully-Dartez announced to the group that she, Dr. Kirk, Dr. Jones, the VPs, and the deans participated in a webinar about the new Higher Learning Commission Assurance Argument System. She described the new process as a change from the original self-study model. This process will be heavily data driven. The college is three years out from our next accreditation and should begin data collection and input now. The planning council will begin to investigate different plans to get everyone on campus involved in the process.

Dr. Tully-Dartez then suggested the development of a monitoring calendar for the Planning Council so that all of the statistics, data, and institutional effectiveness measures could be reviewed in a timely and efficient manner. This would also promote the dissemination of this information across the campus. This monitoring calendar would be similar to those found at other institutions with well received IE plans. She presented the list of IE measures for the college and asked the group to identify which measures that they felt needed to be reviewed by the Planning Council and when. The group was broken up into three teams with each team reviewing two pages of the IE measures list. The proposed measures and months are listed on the attached calendar. Dr. Tully-Dartez asked the committee to go back to the areas and bring back a list of additional measures or outcomes to the November meeting.

Dr. Tully-Dartez asked if an alternate day or time would be possible for the Planning Council meetings. The Council agreed that Friday's at 10:45AM was the only time when all members should be available. The day and time of the meetings will not be changed.

Dean Inman made a motion to adjourn. Jim Roomsburg seconded.

Month	Meeting	Materials to Review
August	Presentation and Meeting at In Service	Quality Initiative, Internal Customer Service Survey (Abbreviated Report)
September	Regular Meeting	CCSSE; Graduate Survey
October	Regular Meeting	Great Colleges to Work for; Longitudinal Course Success Study
November	Regular Meeting	Cost of Program Analysis; Calendar Review for coming year
December	No Meeting	
January	Presentation at Inservice and Regular Meeting	IPEDS; ADHE Reports
February	Regular Meeting	Performance Based Funding
March	Regular Meeting	Catalog Review for Coming Year
April	Regular Meeting	Website Compliance; Security Report
May	No Meeting	
June	Regular Meeting	Performance Based Funding

July	Annual Retreat	Strategic Plan; Accrediting Body Program Review Reports; ADHE Program Review Reports; Licensure Exam Pass Rates; Clinical/ Internship Evaluations; State Financial Audit; NCA-HLC Accreditation Documentation and AIDU; Quality Initiative;
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