

Planning Council
Friday, November 22, 2013
Administrative Board Room

Meeting called to order at 10:50AM.

Present:

Dr. Stephanie Tully-Dartez, Dr. Val Cantú, Dr. Jim Bullock, Dr. Tim Kirk, Dr. Barbara Jones, Lathan Hairston, Veronda Tatum, Casey Martin, Art Brown, Jim Roomsburg, Dean Inman, Dr. Sandra Pugh, Dr. John Spencer, Susan Spicher, Christy Wilson, Roslyn Turner, Cynthia Reyna, Robyn Jardine, Francis Kuykendall, DeAnna Tracy

The meeting was called to order at 10:50 a.m. Dean Inman made a motion to approve the minutes from the previous meeting and seconded by Dr. Sandra Pugh.

Council Reports and Proposals:

• **Academic Affairs:**

- Campus Technology Course – This course has been approved and a pilot course will be implemented in the Spring 2014 term. This is to determine if a student has the skills to enroll in an online course. The course is required for all new students and current students will be grandfathered in. It will be offered as a zero credit course and must be completed by the first day of classes. The fee for this course will be paid by financial aid.
- Distance Learning Policies and Procedures – Dr. Tully-Dartez asked if other councils had seen policies that pertain to everyone. It was stated that they have not. It was explained that this should be done. Dr. Pugh confirmed that she will send to the Planning Council by email and then it will be submitted forward to other committees.
- Stepping Stones Program – Thirteen students in the pilot program. AA approved mental and/or physical disabilities with the future tuition at \$580 per class which converts to \$11,600 for 2 year class with 4 terms. Future enrollment could be 16 per semester. They are seeking Title IV approval so that students can receive financial aid. Optional scholarship opportunities are also being pursued. Francis Kuykendall asked if additional funding will be drawn from operational budget. Budget for program designed to cover all costs except for utilities which will be covered under operating budget also supervision of program director.
- New/Revised Absence Report form – The approved form will continue in triplicate plus efforts are being made to tie it to Early Alert. The 'F' option has been removed and the 10 day period converted to seven days. Student Affairs will examine Early Alert options.
→dress code send to Student Affairs for recommendation

- **Student Affairs** - Dr. John Spencer reported that the Student Affairs Council did not have any proposals. He noted that pre-college is working on functions and will be brought to the next meeting. Student Services Committee reviewed the Award Ceremony and discussed having only one ceremony but have decided to keep at two.

• **Administrative Affairs:**

- Campus Energy Efficiency Update – State mandate to reduce energy consumption we have made a 20% reduction but still a little short. Looking at potential projects possibly the extension of the chiller loop.

- Emergency Notification – progress has been made and vendor has been selected. Second phase six emergency blue light pole mounts. We received \$102k from Senator Bobby Pierce for the security system. Both campuses would have “giant voices” and emergency phones.
- Upgrading of POISE – Looking into the option of moving to Jenzabar which should be faster and more efficient. Negotiating a step-up installation. Student portal and enrollment will be first to upgrade. Title III will help with a portion of the cost.
- Construction update – Calahan house repairs to begin. New parking lot to be complete by December 21 to follow with the Heritage Plaza. With the changes to the current parking area additional spots for people with disabilities will be added.

Discussion:

-Preliminary calendar provided. Asked to go back to areas for additional information – no additions

-Dr. Cantú proposed the development of procedures or policies to move between councils when an item pertains to them all. Dr. Jones suggested that proposal communication and vetting could occur before coming to Planning Council or after at the Planning Council meeting. The Distance Learning Policy was an example of one that needed to be approved by each council before the Planning Council could make a recommendation because it affected Academics, Student Services and had financial implications

-Council chairs please send proposals when request for agenda items are made.

-Dean asked if we could review course evaluations as part of our process. Dr. Stephanie Tully-Dartez said there may be options to compile the data from the evaluations. Art Brown said he would lose participation if it was reviewed in this way. He asked that it not be reviewed by the group. Dr. Tully-Dartez says evaluation split into faculty and resource information.

-Dr. Jones expressed concern that not all courses are evaluated. Only a fourth are evaluated. Suggested that the general question of general satisfaction be used as a year to year evaluation.

-Dr. Pugh asked about CCSSE if it measured satisfaction. Dr. Tully-Dartez explained that was it is overall not on a course level.

-Since the Assessment Committee will be reviewing Assessments a summative report will be brought to the Planning Council.

-Susan Spicher asked why all classes were not evaluated. Dr. Tully-Dartez stated that this was the policy found in the APM under Faculty Evaluation. Faculty Assessment asked to consider every class option.

-Dr. Tully-Dartez looking into aggregating evaluations.

Announcements:

-We need a plan for the assurance argument.

-HLC approved MEMS and Warren additional locations. Waiting on site visit.

-Quality Initiative Proposal Committee became Quality Implementation Committee with Linda Bates as Chair.

-Dean Inman working on recruitment and retention

-Goal for enrollment improve over last spring. Everyone needs to work on recruiting

-Lathan says budget increases tied to Strategic Plan this year.

The meeting adjourned at 12:10 P.M.