

## **STRATEGIC PLANNING COMMITTEE (SPC) MEETING**

Wednesday, November 12, 2008; 9 – 10 a.m.  
Room 3-106 (Prescott) and Room J-107 (Verde)  
1100 E. Sheldon Street, Prescott, Arizona 86301  
(Accepted 12/16/08)

### THOSE PRESENT:

Linda Broomhead (Student Rep.)  
Todd Conaway  
Barbie Duncan  
David Gorman  
Utpal Goswami  
Chris Heyer  
Tom Hughes

Rose Hurley  
Diane Mazmanian  
Sue Sammarco  
Tom Schumacher  
Adrienne Tabar  
Sandra Thurman-Jackson  
Barbara Wing

### THOSE ABSENT:

Patrick Burns  
Frank D'Angelo  
Lisa Griest\*  
James Horton  
Bob Lynch

### GUESTS:

\*Cynthia Brinck for Lisa Griest

#### I. Welcome and Introductions

#### II. Enrollment Update – Tom Hughes gave a brief enrollment update:

- Full-time FTSE is up 4.2% at fall census day, which is a record full-time enrollment.
- On-line enrollment keeps growing.
  - Suggestion: compare grade distribution between on-line and traditional classes.
- Linda Broomhead stated that, as a student, having all the options of course delivery and availability is very beneficial for the students and makes it possible for more students to take classes.

#### III. Higher Learning Commission (HLC) Update –

- The HLC annual meeting dates are April 17 – 21, 2009; the core dates of the meeting are the 19<sup>th</sup> – 21<sup>st</sup>.
- Tom Hughes distributed a document defining the criteria for accreditation and requested that, when considering who to send to the annual meeting, think of people who would be competent and interested in co-chairing or serving on one of the five criterion committees. We need to identify potential candidates and contact them soon, so that travel/hotel

arrangements may be made in a timely manner. The NCA budget has monies available to send five people.

- Since the next accreditation visit will be in 2012-13, we will start formulating mock criterion committees to get an idea of who would be good candidates for co-chairing (one staff member and one faculty member co-chairing each committee) criterion committees and committee members. We will start writing our self-study in 2010.

***ACTION ITEM: SPC committee members are requested to email Tom Hughes names of potential candidates for attending the 2009 HLC annual meeting.***

- Include demonstration of the college's accomplishments and civic engagement for Criterion 5: Engagement and Service.
- After this annual meeting, we'll conduct a SWOT to determine YC's weak areas – areas that need extra work prior to the accreditation.
- It was suggested that it would be valuable to have someone from YC as a peer reviewer – someone who would be involved in the accreditation process and would be able to provide valuable insight when YC is going through the accreditation process.

IV. Planning – Tom Hughes distributed, and the committee reviewed, a proposed planning process for the period of January 2009 through July 2010.

- All committee members present were in agreement with the proposed planning process.
- When conducting the surveys associated with the accreditation self-study, it is suggested that we tie-in the points made by the Southern Association of Colleges and Schools (SAC) accreditation.

V. Strategic Planning Open Forums – Marilyn Yetter and Billie Smith are coordinating the open forums held every fall and spring semester at the Prescott and Verde campuses wherein the president and vice presidents provide college updates. These sessions are open to faculty, students and staff and all are encouraged to attend. A NewsFlash message announcing these forums will be disseminated soon.

VI. Strategic Planning Open Forums Information Sessions – Sandra Thurman-Jackson gave a brief synopsis of the strategic planning information sessions (each SPC committee member was provided a packet of documents that is disseminated at the sessions).

- Sandra asked if SPC members who previously volunteered to conduct the strategic planning information sessions are still available and willing to conduct those sessions. Barbie Duncan, Dave Gorman, Chris Heyer, Rose Hurley, Sue Sammarco, and Adrienne Tabar are still interested.

***ACTION ITEM: Tom and Sandra will initiate training for the SPC members who will be conducting the strategic planning information sessions.***

- It is helpful when the manager of the division or department follows up after the formal information session to discuss how the items discussed relate specifically to their division or department.

- Concrete examples of specific action taken in response to input received need to be provided in two formats: (1) during the strategic planning informational session, and (2) in the strategic planning newsletter. Following are examples:
  - Gunsmithing faculty member, Alan Lohr, learned of the availability of the Ruger building at a fantastic price. He told his supervisor and, in addition, due to the financial opportunity that was available, he alerted the VP of Administrative Services, who took that information to Dr. Horton and Dr. Goswami. Research was done, steps were taken, and the building was purchased and is now the Career and Technical Education Center (CTEC).
  - The Great Ideas for Teaching (GIFT) center was created as a result of input received from faculty.
  - Input was received via the on-line comment form concerning making student services available later in the evening for students attending in the evening; in response to the request, student services extended their hours later in the evening.
  - The Del E. Webb Family Enrichment Center was a direct result of input received from faculty, students and staff of YC, as well as the community.

VII. SPC Newsletter – Tom Hughes advised that the newsletter will be disseminated in spring, and will consist of timely, relevant articles.

VIII. Future SPC Meetings – The group was in agreement that Wednesdays would work better for SPC meetings rather than Thursdays.

**ACTION ITEM: Reschedule spring SPC meetings for Wednesdays.**

The meeting adjourned at 10 a.m.

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