

STRATEGIC PLANNING COMMITTEE (SPC) MEETING

Wednesday, March 4, 2009; 9 – 10 a.m.
Room 3-106 (Prescott) and Room J-107 (Verde)
1100 E. Sheldon Street, Prescott, Arizona 86301
(Approved 05/05/09)

THOSE PRESENT:

Patrick Burns
Barbie Duncan
David Gorman
Utpal Goswami
Lisa Griest
Chris Heyer
James Horton

Tom Hughes
Diane Mazmanian
Sue Sammarco
Tom Schumacher
Adrienne Tabar
Sandra Thurman-Jackson

THOSE ABSENT:

Todd Conaway*
Frank D'Angelo
Rose Hurley
Bob Lynch
Student Representative
Barbara Wing

GUESTS:

* Juanita Lucero (for Todd Conaway)

I. Welcome

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

- We are experiencing record enrollment – up 12%.
- We may reach our carrying capacity next fall, especially in Gen Ed.
- Discussion ensued concerning capping enrollment (numbers of sections) depending on what happens with state funding. There is optimism that funding will be restored – it will just be a matter of time.
- A group of people previously part of the Retention and Recruitment Committee have morphed into a new, proactive group that is meeting to evaluate enrollment management models around the nation from the enrollment, recruitment and retention perspective. A concept paper is forthcoming.

III. Higher Learning Commission Update – The Higher Learning Commission annual meeting will be held April 17 – 21, 2009.

- Tom Hughes and Sandra Thurman-Jackson will be attending the annual HLC meeting, including a special pre-conference workshop on preparing for a self-study. The self-study for Yavapai College will begin in 2010-11.
- Dr. Goswami advised that Barb Davis expressed interest in attending this year's HLC annual meeting.

ACTION ITEM: Tom Hughes will extend an invitation to Barb Davis to attend the conference (and provide budget information).

- Chris Heyer will be attending the League of Innovations conference.

IV. Operationalizing the New Planning Process – It is time to begin developing a new strategic plan.

- We should have a half-day planning session in late May, in order to incorporate the input that will be received from the community meeting being held.
 - We should hold one meeting on the Prescott Campus and one meeting on the Verde Campus.
 - We need to include Jo Berger or one of her designees on the SPC.

ACTION ITEM: Tom Hughes will extend an invitation to Jo Berger to become a member of, or assign a designee to, the SPC.

- Suggestion made to include business leaders from the community.
 - ❖ All career programs have advisory boards that provide input concerning the occupational areas. Dr. Horton requested summaries of those meetings to incorporate that input into the strategic planning process. Additionally, we obtain input from the YC Foundation from their meetings.

ACTION ITEM: Tom Hughes will contact the Campus Deans to obtain meeting summaries from the career programs' advisory boards.

ACTION ITEM: Dr. Horton will speak with Steve Walker, Foundation Director, to discuss getting information from the Foundation meetings to the SPC.

- ❖ Suggestion made to attend the board meetings of the city business leaders and the city council meetings – obtain their input on YC strategic planning by going to them.

ACTION ITEM: Dr. Horton will take action determining the best approach to incorporate input from the business leaders into the new strategic planning process.

ACTION ITEM: Tom Hughes will propose dates to conduct the planning sessions on the Prescott and Verde Campuses.

V. Outcomes Assessment Update – SPC members were referred to the Student Learning & Outcomes Assessment/SPC Report dated March 4, 2009 (attached hereto and made part of these minutes).

- There are two perspectives of outcomes assessment: (1) within the division and, (2) outside the division – the institutional perspective - that involves the next level of assessment, looking at learning outcomes across disciplines.

VI. Strategic Planning Forums – Sandra Thurman-Jackson provided a brief recap of the strategic planning informational sessions being conducted.

- Members of the SPC and Sandy Garber were trained by Tom and Sandra in conducting the strategic planning informational sessions and have been conducting their own sessions to faculty and staff. It seems to be very beneficial to have the sessions conducted by faculty and staff other than Tom and Sandra. The efforts of Barbie Duncan, Sandy Garber, Dave Gorman, Chris Heyer, Rose Hurley, and Adrienne Tabar in conducting these sessions are truly appreciated.

VII. SPC Newsletter – Referring to the outstanding video on plagiarism produced by the Library and TELS staff, Tom Hughes stated that he believes producing a brief video on strategic planning may be a better alternative than producing a newsletter.

- All SPC members present agreed with the above statement. Following are ideas:
 - Show what it's like to have strategic planning and what it's like to not have it – TOTAL CHAOS – which will stress the importance of strategic planning.
 - Lisa Griest offered her creative staff, although they would have to be released from their duties. The strategic planning video would not need to be as elaborate as the plagiarism video and wouldn't take as much time or effort.

VIII. Future Agenda Items – Tom Hughes stated that he will be putting out a call for departmental action plans, which, in keeping with the YC Planning Cycle, are now due.

- Dr. Horton requests that people keep in mind priorities for monies received through the federal stimulus; those requests should be sent through the requests for resources budget process.
- The next SPC meeting is scheduled for May 13, 2009.

The meeting adjourned at 10 a.m.

Sandra Thurman-Jackson, Research Analyst
Institutional Research, 928-776-2206

Attachment: Student Learning & Outcomes Assessment SPC Report dated 3/4/09

SLOA Meetings:

The 'SLOA' Committee's monthly meeting will be on March 6th. The March Agenda Items include:

- Review Process Timeline for action in Divisions
- Approval of the final Year-end Assessment Summary form
- Discuss and set tentative date/time for SLOA Analysis Meeting (end of March / first of April)

Assessment Friday:

Recognizing that assessment is instruction-driven, and as part of SLOA's commitment to the assessment process for 2008-09, a new, "Assessment Friday" was created as part of YC's assessment process, held the third Friday in February – or, February 20 this year.

'Assessment Friday' is a way to discuss and share assessment information by faculty, with faculty. The SLOA Committee wanted to ensure that divisions and faculty discusses assessment, assessment results, talk with colleagues, and determine what implications assessment results have for their discipline and instruction. We asked that February Division Meetings include the following:

- A discussion of Assessment in general & Assessment Plans the Division developed in the Fall;
- Asked Faculty to share any significant findings, changes, or revisions that they have noticed or captured in the Fall semester, such as:
 - New assignments tried – did they work or not? Why or why not?
 - New teaching strategies – again did they work or not?
 - Discuss any budget needs based on findings last semester
- Asked Divisions to begin work on draft Plan for next assessment cycle, and follow-up to ensure data has/is captured for those courses or programs for the immediate semester;
- Discuss any questions, concerns, or barriers to assessment in your Division;
- Ask Divisions to send notes of Division Meetings to the SLOA Committee Chair so committee can collectively share this Assessment information in our analysis meeting in March/April.

Division Planning & Reporting:

2008-09 Division Plans have been loaded to the SLOA Website – this year we have a 99% participation rate for Division Assessment Plans; goal is 100%. SLOA Division Plan address:

<http://www.yc.edu/content/SLOA/assessment/prog-discipline-plans/default.htm>

Here is a brief schedule of SLOA Events and Deadlines

3rd Friday in March

- ~ Division Deans completes "Year End Assessment Summary" Form; Section II & III
 - Incorporates "Plan/Report" findings
 - Incorporates actions for next year's plans based on finding
- ~ Division Deans submit Summary electronically to Liaison; Copies SLOA Reps

End of March – First part of April ~ SLOA Committee analyzes "Year End Assessment Summary" reports from Division Deans in a District-wide meeting

3rd Friday in April

- ~ Division Deans incorporate assessment findings and SLOA analysis with Program Reviews (where applicable)
- ~ Program Reviews send to District Assessment Dean (Tom Schumacher)

1st Monday in May

~ SLOA reports "Year End Assessment Summary" analysis to Provost.