Planning Council

Chair: Kim Mullis

Vice-chair: Penny Sermons **Secretary:** Erica Schatz

Members Attending: Kim Mullis, Penny Sermons, Erica Schatz, Joy Landeck, Sandy McFadden, Jay Anders, Charles Gullette, Chet Jarman, and Jay Sullivan (Resource)

Members Absent: Dr. Tansey

Minutes from Meeting 03/05/13

Agenda Item

I. **Presenter:** Kim Mullis

➤ Approval of Minutes

➤ Minutes from January 22, 2013 approved

II. **Presenter:** Kim Mullis

➤ SACS Meeting Report

➤ Kim met with Dr. Ange (SACS chair) at the end of January to discuss the SACS standards for which Planning Council is responsible for. Dr. Ange shared two documents with Kim; the SACS Principles of Accreditation (a compilation of all SACS standards) and a SACS resource manual (which demonstrates how to be in compliance). The Planning Council will be responsible for demonstrating how we are in compliance with SACS 3.11.3 and 4.1.

Kim asked committee members to look over the Principles before the end of the semester to determine if there are any standards they felt the Planning Council should be responsible for that we currently are not, and to determine if we need to recommend removal of the standards currently assigned to the Council. Another option is to ask for the Council to have the current standards renewed for next year.

III. **Presenter:** Kim Mullis

➤ Strategic Planning Process Template

• Kim passed out an updated copy of the strategic planning process template. The template look has been changed slightly. Everyone was asked to look over the template and suggest changes, other ideas, etc.

• The suggestion was made that the planning cycle be three years rather than the current five year cycle. Other suggestions included: possibly moving the obtaining of demographic data to later in the cycle so it is more relevant for the upcoming year; to clarify that the mission/vision/goals review needs to be projected into the following year; including a mid-year snapshot will require professional development for faculty/staff to understand how to update their unit templates. Jay will think about the mid-year snapshot and forward his thoughts to the group.

• Erica passed out a visual that she created from the template to make the process easier to understand for faculty and staff that will not need to have access to the process template itself. The visual will need to be tweaked with any changes that occur to the plan and approved with the final template to be distributed.

• There was discussion regarding the Planning Council's role in assisting IE with reviewing/revising the

current template that is used for reporting unit plans. The Council decided it is out of the committee's scope of stated purpose to assist in modifying or creating the Unit Plan Template but offered to look at new or revised versions of the template presented to the group. We agreed to make a recommendation as to what we see as the best alternative, recognizing that the design and adoption of such template is the responsibility of IE/Planning.

- ➢ Sharepoint
  - Penny shared with the group some of the processes of working in Sharepoint.
  - Use the link provided by Kim earlier in the year to access the BCCC CIS Intranet Page.
  - Click on Planning Council on left. When prompted for username, you must put ADMINBCCC\username and then enter the password you were provided.
  - To access a document, click on the box to the left of the document, then select edit document from the dropdown box to the right of the document name. Make sure to save any work. Any changes are currently noted by a small box in the upper corner of a cell that was changed. Penny suggested that versioning was turned off, which should allow for a new version of the document to be saved with each change made so that changes are easier to track. This will be looked into.
  - You can set up alerts in Sharepoint to be notified of any new activity via email. From the Planning Council homepage, click on the dropdown box beside your name in the upper right corner of the screen. Select 'my settings', 'my alerts', then add alert to create alerts for the areas you would like notification of activity. The most important ones are shared documents, team discussion, announcements, and tasks.
  - If you need help with using Sharepoint, contact Kim or Erica.

IV.   **Presenter:**   Kim Mullis

- ➢ Future Actions

- ➢ Each Council member should log on to Sharepoint and share their thoughts, ideas, changes, etc in Team Discussion or the document itself. The goal is to finalize the Strategic Planning Process Template at our next Planning Council meeting. Everyone is encouraged to participate.

- ➢ Time ran out for other agenda items.

Other Information

Next Meeting: Wed., April 9 at 3:00 pm in Bldg 1 Conference Room