

October 28, 2013

Planning Council

3:00 pm

Bldg 1 Conference Room

Chair: Kimberly Mullis

Chair: Kimberly Mullis

Vice-chair: Penny Sermons

Vice-chair: Penny Sermons

Members Attending: Kimberly Mullis, Penny Sermons, Erica Schatz, Jeanne Martin, Betty Beacham, Chet Jarman, Barbara Tansey, Jay Sullivan (Resource)

Members Absent: Charles Gullette

Minutes from Meeting October 28, 2013

Agenda Item

I. Approval of minutes

Presenter: Kimberly Mullis

- The minutes from the September 10 and October 8 meetings were approved.

II. Review/Revise Planning Process

Presenter: Kimberly Mullis

- Based on conversation from the 9/10 meeting, several parts of the planning process were changed including:
 - Reassigning the Technology SWOT to the IT Workgroup due to the dissolution of the Technology Committee and adding a purpose regarding the SWOT to the Technology Committee purposes ;
 - Moving the program level SWOT to March in the planning year and adding a purpose regarding the SWOT to the Program Review Committee purposes;
 - Removing all references to the dissolved Administrative Council;
 - Move employer/graduate student survey from April to October to comply with current BCCC IE procedures;
 - The approval of the strategic plan will be moved; Senior Staff, Faculty Senate, and Staff Association will approve the document by mid-September and the final draft will be presented to the BOT in October. An asterisk will be placed in this area with the clarification that final approval will be pending the receipt of the final budget from the state.
 - A motion to approve these changes was moved by Erica, seconded by Penny, and agreed by others present.
 - Kim will update the planning calendar to reflect all changes.
- The question was raised as to the use of graduate student surveys. Per Jay, the surveys are used to track employment rates and overall satisfaction with and preparation by the graduate's program of study. Jay stated that the rate of return was very low on these surveys. The surveys are no longer required by the NCCCS or Perkins, so it was suggested to put the survey back at the program level, allowing the programs that do make use of the information to continue while creating time and money savings for IE. Erica suggested putting a line on the graduating student survey asking students to provide their personal email, if willing, to contact them in the future with an electronic form of the graduate student survey. An electronic survey may increase the response rate from that of traditional paper surveys. The possibility was also discussed of using cell phone numbers to blast text information regarding these surveys.
- As a side note, Jay is going to discuss with IT the possibility of publishing directions for students to forward their BCCC email to their smartphones. Hopefully this will increase student checking and usage of email.
- It was also recommended to put a short description in this year's employer and graduate student surveys to let everyone know how the survey data is used.

III. Writing Team Update

Presenter: Kimberly Mullis

- There are four SACS standards tied to the Planning Council. Standards 3.11.3 and 4.1 are required in the upcoming 5-year reaffirmation. The Planning Council has primary responsibility for writing the narrative for 3.11.3, which refers to the physical facilities and a facility master plan. Kim and Penny will meet with Mark Nelson on 11/13/13 for an update on the BCCC facilities master plan, which will be discussed at an upcoming BOT retreat. All changes to or repurposing of facilities at BCCC need to be sent to Kim or Penny. The narrative is due February 4, 2014.

IV. Planning Handbook

Presenter: Kimberly Mullis

- Kim demonstrated how the Planning Council can use SkyDrive to work together in creating a BCCC Planning Handbook. The creation of a handbook is one of the purposes of the Planning Council.
- Ideas were discussed regarding what information should be included in a planning handbook and included: planning process overview, Planning Council purposes, Planning Council committee structure, planning calendar, definition of terms, flowchart of the planning process, a description of that is planning, assessments, the budgeting process, program review, professional development, and unit planning.
- A suggestion was made to have a portion of the handbook be dedicated to the overview and another portion be dedicated to the technical process of planning.
- Jeanne inquired as to when the handbook should be finished and it was decided that it should be finished by the next time the Planning Council meets with the SACS leadership team, April 2014.
- It was noted by Dr. Tansey that a planning handbook was not required by SACS.

Other Information

Next Meeting: Wednesday, December 4, 2013 at 3 pm in the Bldg 1 conference room