

# Planning Committee

November 18, 2014

3:30-5:05

8-Conference Room

**Chair:** Stacey Gerard

**Secretary:** Dana Sauls

**Vice-chair:** Jeanne Martin

## Members

**Attending:** Stacey Gerard, Jeanne Martin, Laurie Evans, Tony Moore, and Dana Sauls

## *Minutes from Meeting (11-18-14)*

### Agenda Items:

#### **I. Minutes**

**Presenter:** Stacey Gerard

- Jeanne motioned to approve the minutes from October. Laurie seconded. Motion carried.

#### **II. Update Planning Handbook**

**Presenter:** Stacey Gerard

- The committee members will stay as assigned by Senior Staff; therefore, the handbook needs to be updated to reflect those changes.
- After each of the Needs Evaluation, a third line will be added after responsibility. It will either read "Last Completion or Anticipated Completion." Also, after Needs Evaluation, "on even years" will be added.
- Facilities survey has been completed by Mark Nelson. Planning Council's role in analyzing data?
- Review and Revision of planning process-will suggest to change to odd years, but Stacey will check on SACSCOC standard.
- Brainstorm ways to restructure calendar to make it more user friendly.

#### **III. Strategic Goals**

**Presenter:** Stacey Gerard

- E-mail was sent out.

#### **IV. Mission Vision Survey**

**Presenter:** Stacey Gerard

- Survey was sent out; the deadline is Nov. 26<sup>th</sup> at 5pm.
- Jay will bring the data to the next meeting.

#### **V. Committee/Campus Focus Groups**

**Presenter:** Stacey Gerard

- Stacey, Jay, and Dr. Tansey will meet to discuss this further. Stacey will bring the information back to the committee.

#### **VI. Campus Climate Survey**

**Presenter:** Stacey Gerard

- Anticipated Completion: 2015/16

## **VII. Distance Education**

**Presenter:** Laurie Evans

### **SWOT**

- COMPLETE

## **VIII. Technology SWOT**

**Presenter:** Stacey Gerard

- Did Technology SWOT roll into DE?
- How is it written for SACSCOC? Is it utilized as a strategic direction?
- Tony will check on status and who is responsible, since the IT Workgroup no longer exists.

## **IX. Demographic and Economic Data**

**Presenter:** Stacey Gerard

- Will not need again until it's time to revise the Strategic Directions.
- If we need the data, submit a ticket to Jay.

## **X. Unit Plans**

**Presenter:** Stacey Gerard

- Follow up. Make sure it gets done once/year.
- Table until next meeting; need further clarification.

Meeting adjourned at 5:05.