

Planning Committee

Monday April 28, 2014

3:30 PM

Bldg 1 Conference Room

Chair: Kimberly Mullis

Vice-chair: Penny Sermons

Secretary: Erica Schatz

Members Attending: Kimberly Mullis, Erica Schatz, Charles Gullette, Jay Sullivan (resource), Penny Sermons, Betty Beacham

Members Absent: Jeanne Martin, Dr. Tansey, Chet Jarman

Minutes from Meeting April 28, 2014

Agenda Item

I. Approval of March 26, 2014 Minutes

Presenter: Kimberly Mullis

- The minutes from March 26, 2014 were approved as written.

II. Finalized strategic directions/process reflection

Presenter: Kimberly Mullis

- Kimberly finalized the strategic directions by numbering each 1-8 as requested by senior staff.
- The committee felt the process used to create the strategic directions was a good process. Everyone was integrated in the process, working with Senior Staff was helpful, and no one person was overworked.

III. Unit Plan Template/tool and storage

Presenter: Kimberly Mullis

- The college will not be utilizing the Excel tool created last year. Research and IE will not support use of that tool.
- The process for unit planning as outlined by senior staff will be communicated to all staff/faculty via VP's and appropriate administrators. Jay stated that senior staff determined there was no one tool that works for all departments on campus.
- The general consensus of the group was that the college does have a need for a consistent, uniform tool/template with which to create unit plans. Kimberly stated the process needs to be consistent and organized across all units. There was discussion regarding the use of standardized forms for everything else, making it hard to understand why there would not be one for planning.
- Concerns were stated that the planning council purposes were to ensure the planning process is effective and efficient; the tool creation should be a function of the planning

office.

- Two options were presented and discussed: let go the idea of a common template/tool or draft a plan to present to senior staff.
 - Members decided that Planning Council should pursue the creation of a common tool
 - Officers will meet to draft a recommendation and send it to members for approval
 - Officers will present approved recommendation to senior Staff

IV. SACSCOC Leadership Committee report

Presenter: Kimberly Mullis

- Kim and Penny will present a synopsis of the planning council's activities and accomplishments for the 2013-2014 year to the SACSCOC leadership committee on Tuesday April 29, 2014 at 9:30.

V. Planning Handbook

Presenter: Kimberly Mullis

- The draft copy of the planning handbook is located on the Z drive of active directory. To access, click on the Planning Council folder on the Z drive and the handbook is located in the "Private" folder.
- Each section should be as succinct as possible with a 10 page or less total page limit for the document.
- Completion timeline: Rough drafts should be complete by June 16. The final draft will be completed by June 30.

Other Information

Next Meeting: TBA