

September 10, 2013

3:30 PM

Blg. 9 Conference Room

# Planning Council

Chair: Kimberly Mullis

Vice-chair: Penny Sermons

Secretary: Erica Schatz

Members Attending: Kimberly Mullis, Penny Sermons, Chet Jarman, Jeanne Martin, Betty Beacham

Members Absent: Charles Gullette, Erica Schatz, Barbara Tansey, Jay Sullivan (Resource)

## *Minutes from Meeting (September 10, 2013)*

### Agenda Item

#### I. Approval of May 29, 2013 minutes

Presenter: Kimberly Mullis

- Discussion Item: Jeanne Martin motioned the minutes be approved, seconded by Betty Beacham.
- Action Taken or Recommendation : Minutes approved.

#### II. Election of Officers 2013- 2014

Presenter: Kimberly Mullis

Discussion Item:

- For continuity, we thought it best to keep the same officers as last year.
- Action Taken or Recommendation: The committee approved the existing slate of officers for 2013-2014.

#### III. Review/Revise the Planning Process

Presenter: Kimberly Mullis

- Discussion Item: Kim Mullis explained the planning process and provided an overview of the work the committee did last year. The committee reviewed the process and discussed the following changes:
  - Since the Technology Committee was dissolved, the responsibility for the Technology SWOT needs to be reassigned. The IT Workgroup was identified as the logical replacement.
  - Program Level SWOT needs to be moved to March to coincide with Program Review Process.
  - Since the Administrative Council was dissolved, reference to the group needs to be removed from the planning process document.
  - Need to verify with IE when the Employer/Student Survey is conducted. Historically it has been done in the fall. If so, the planning process document needs to be revised to move the task from April to October.
- Action Taken or Recommendation : Changes to be considered by committee members for approval at next meeting.

#### IV. Action Plan 2013-2014

Presenter: Kimberly Mullis

- Discussion Item: The committee identified tasks that need to be implemented this fall. To ensure that the committee is accomplishing its purposes in a timely manner, the committee discussed the need for updates on the following:
  - Mission Vision, Strategic Long-range Goals, Core Values Workshop – Timeline, August
  - Campus-wide meeting to communicate Mission/Vision, Goals, Core Values - Timeline, October

- - Distance Education SWOT – Timeline, October
  - Facilities Survey – Timeline, August
    - the committee would like to preview survey before it is implemented
  - Campus Climate Survey - Timeline, September
    - the committee would like to preview the survey before it is implemented
- Action Taken or Recommendation: Kimberly will request an update from parties responsible for tasks noted above and report status at next meeting. It is recommended that the Technology SWOT be postponed until the next planning year due to workload of IT Workgroup.

## **V. Other Items**

**Presenter: Kimberly Mullis**

- Discussion Item: The needs assessment data is to be posted electronically by IE in December in preparation for forming the Strategic Plan.
- Action Taken or Recommendation: Kimberly will ask Jay where the needs assessment data will be posted and how faculty/staff will access it.
- Discussion Item: Committee assignments and initial meetings take place in September/October. There is concern that some tasks in the planning process will be delayed as a result.
- Action Taken or Recommendation: Will discuss at next meeting.

## ***Other Information***

**Next Meeting:** October – date TBA.