

COLLEGE PLANNING COUNCIL

DRAFT MINUTES

April 24, 2008

East Campus, Room 3-113

Council Members Present: Karen Blondeau, Suzette Dohany, Jean Marie Fuhrman, Mary Ann Gagen, Linda Hidek, Keith Houck, Susan Kelley, Joe Lynn Look, Michele McArdle, Ruth Prather, Joyce Romano, Michael Shugg, Linda Vance, Rose Watson, Bill White, Jane Wiese

Council Members Absent: Kay Garner, George Rausch, Erica Reynoso, Kaye Walter, Chris Wettstein

Council Staff Present: Jeff Cornett, Kurt Ewen, Helene Loiselle, Rita Moore

Welcome and Introductions

Suzette Dohany called the meeting to order and introduced the new College Planning Council Co-Chair, Jane Wiese.

Action Item: Minutes of March 27, 2008, Meeting

Susan Kelley presented the minutes of the March 27 2008, meeting.

Action: The Council approved by consensus the minutes of the March 27, 2008, meeting.

Report: 2008-09 Budget Update

Keith Houck and Rose Watson reported on recommendations from the expanded Budget and Financial Advisory Group, which met on April 17. The Budget Planning Principles for 2008-09 were reviewed and discussed. It was noted that during the upcoming budget year, as funds are limited, some of these principles may compete with others, and the College will seek to balance them. It was also noted that the budget that results for 2008-09 will be presented to the College in terms of how it implements the principles.

Action: It was agreed by consensus that the principles be recommended to the President as prepared by the expanded Budget and Financial Advisory Group.

Keith also provided an update on expectations for Valencia's Operating Budget based on actions of the State Legislature, indicating that the Operating budget (Fund 1) might be in the range of \$65 million, but still has not been decided. The State's revenue projections continue to be adjusted downward, with a \$5 billion gap between March of 2007 and

College Planning Council Minutes

April 24, 2008

Page Two

March of 2008. The Council was reminded that the State provides 60% of the College's revenue.

Joyce Romano provided the members with the attached draft Design Principles for Student Fees. She shared information regarding student fees and the development of the draft principles, and noted that student input will be sought before these are finalized by Senior Staff.

Council members suggested the following edits be considered:

Delete the alternate version of Principle 3.

In number 3, change "progress to degree" to "academic progress."

In number 3, delete "registration."

In number 1, delete "fairly."

In number 2, change "increased" to "adjusted."

In number 2, change "maintain" to "provide" or "continue to provide."

The Council agreed that these principles should be a separate document from the Budget Principles, providing greater detail regarding one aspect of the budget.

Lastly, the Council expressed appreciation to Keith Houck, Pedro Rivera, and the Finance team for their work in providing financial updates and projections that have helped the College to plan for the year ahead.

Report: Planning Process Update

College Planning Committee

Susan Kelley reported on the College Planning Committee meeting held April 7. The Committee received the draft objectives for the four strategic goals, and requested that the objectives for Goal 2 – Learning Assured be reviewed to consider whether they should include a focus on learning assessment and whether the objectives are broad enough in scope to engage the college as a whole.

The College Planning Committee decided to convene the Goal 2 Team jointly with the Strategies, Goals and Objectives Task Force and the faculty senate leaders.

The final plan is scheduled to be considered by the College Planning Committee electronically, and submitted to the Trustees in May.

College Planning Council Minutes

April 24, 2008 Meeting

Page Three

Goal 2 Combined Team Meeting

Suzette Dohany and Susan Kelley reported on the combined meeting that took place on April 23. The meeting resulted in the attached proposed revised Goal 2 Objectives. After review by the combined team members to ensure accuracy, the proposed revisions will be sent to the College Planning Committee for action.

Communications Task Force

Karen Blondeau reported that the Communications Task Force met on April 22, and developed several promising ideas for communicating the Strategic Plan to the College. They asked to meet with representatives from the Marketing department to develop a communications plan incorporating their ideas, and they will bring their plan to the College Planning Council for discussion.

Suzette Dohany noted that one of the ideas was to develop a list of frequently asked questions (FAQ's) about the Strategic Plan. Members were asked to submit any questions/answers they believe should be included in the FAQ's.

Institutional Effectiveness Report

Kurt Ewen reported on the second Institutional Effectiveness meeting, which was held on April 18. He shared the attached graphic model that depicts the linkage of Institutional Effectiveness and Strategic Planning.

Susan Kelley asked the Council to hold the date of March 13, 2009 for the next "Big Meeting," and noted that a volunteer team will work in concert with the governing council leaders and Kurt to plan the Big Meeting. The Big Meeting will provide an opportunity for a cross section of the College to review the unit plans developed and their linkage to the Strategic Plan. Also, each year, the Big Meeting will provide an opportunity to update or amend the Strategic Plan.

Next Meeting Date and Time

Suzette reminded members that the next College Planning Council meeting is scheduled for July 24, 2008, at 2:30 p.m. at Winter Park Campus, Room 108. The attached draft schedule of meetings for 2008-09 was handed out, and it was noted that Rita Moore would send out Groupwise meeting requests for these meetings. It was also noted that not all meetings are needed each year, and that Jane Wiese and Susan Kelley would propose cancelling any meetings that are not necessary to carry out the charge of the Council.

College Planning Council Minutes

April 24, 2008 Meeting

Page Four

Also, Susan and Jane will meet in June to develop an annotated meeting schedule, projecting the work to be done at each meeting. This will be shared with the Council for review and comment in July.

Appreciation to Members Whose Terms Are Ending

On behalf of the Council, the co-chairs expressed appreciation to those members whose terms are expiring, including Karen Blondeau, Mary Ann Gagen, Kaye Garner, Joe Lynn Look, Michael Shugg, Linda Vance, and Rose Watson. It was noted that in some cases, members may be appointed to new terms that begin in July 2008. A new membership roster will be provided to the Council this summer once all decisions have been made about those who will fill all terms.

In addition, Susan Kelley expressed appreciation to Suzette Dohany for her outstanding work as faculty co-chair, noting her work to organize and facilitate many meetings of strategic planning teams and task forces. Also, her leadership in using the “Six Thinking Hats” in our collaborative processes was noted with appreciation. The Council members joined in voicing their congratulations and appreciation to Suzette for a job well done.

It was also noted that Michael Shugg will move into the Faculty President role as Rose Watson leaves office, and a new Faculty Council President-elect will join the Council once that person has been determined.

All members, past and present, will be invited to the annual holiday party, which co-chair Jane Wiese has graciously offered to host in her home in December 2008.

The meeting adjourned at 4:20 p.m.

Attachment

DRAFT

Design Principles for Student Fees

1. Students will share (fairly) in the increased costs of their education.
2. As necessary, tuition and fees will be increased to maintain (improve) quality services and support to students.
3. Fees will be structured to minimize obstacles to student enrollment, registration, and progress to degree (degree completion).

Alternate:

3. Fee structure will be designed to enhance student enrollment, the registration process and academic planning.

College Planning Council suggested edits – April 24, 2008:

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Attachment

Unit Planning Cycle for Strategic Plan Implementation

A Proposal for Year 1

Late Spring - Early Summer 2008

- ✓ Anticipated completion and approval of the Strategic Plan
- ✓ Online planning tool completed, beta tested and ready for use

Summer – Early Fall 2008

- ✓ Budget manager training in support of a yearly planning / IE process
 - For the first year training would be for those budget managers who report directly to members of the Senior Team and those they designate - roughly 60 planning units in the first year.
 - Training modules developed in collaboration with Brent Nakagama and Patrick Nellis

Fall 2008

- ✓ Collaborative planning in target planning units
- ✓ Plans inputted into the online planning tool prior to the end of Fall term
 - The Senior Team may want to consider a process for supervisory approval / endorsement of plans to help promote organizational alignment / consistency.

Early Spring 2009

- ✓ Big Meeting #1
 - Evaluate Training and Planning Process
 - Review plans to determine stronger and weaker areas of focus
 - Adjust plans to deal with weaker areas of focus
 - Identify areas of possible collaboration

Annual Institutional Effectiveness Cycle



Office of Institutional Assessment, 2008

Attachment

Proposed Revised Goal 2 Objectives – April 23, 2008

A Recommendation to the College Planning Committee
from the Combined Meeting of the Goal Two Team,
the Strategic Goals and Objectives Task Force,
and Campus Senate Leaders

Goal 2. Learning Assured:

- Create optimal conditions for student learning.
- Partner with students to improve their contribution to achieving their potential.
- Close achievement gaps.

Objective 2.1

Develop, align, and review program learning outcomes to assure a cohesive curricular and co-curricular experience that enhances student learning.

Objective 2.2

Increase the percentage of students writing at the college level.

Objective 2.3

Increase the percentage of students who complete the math sequence within two years.
(Completion is defined as successfully completing the highest level math course required for a program of study.)

Objective 2.4

Increase the percentage of students mandated into developmental courses who complete within three years the first 15 college level hours of their programs of study. (Developmental courses are defined to include MAT1033C.)

Objective 2.5

Close achievement gaps among students from diverse backgrounds in completing six key courses, leading to increased persistence and program completion rates.

(It was noted that the bullets under this and the other three goal statements may also be revised and stated in outcomes terms as the plan is completed. Also, a narrative statement may be added that bridges the goal statement and the objectives.)

ATTACHMENT

2008 – 2009

COLLEGE PLANNING COUNCIL MEETING SCHEDULE

July 24, 2008	2:30 – 5:00 p.m.	Winter Park – 108
August 2008		No Meeting
September 25, 2008	2:30 – 5:00 p.m.	Osceola Campus 3-300
October 23, 2008	2:30 – 5:00 p.m.	East Campus – 3-113
November 2008		No Meeting
December 11, 2008	2:30 – 5:00 p.m.	West Campus – HSB-211
January 22, 2009	2:30 – 5:00 p.m.	Winter Park - TBD
February 26, 2009	2:30 – 5:00 p.m.	Osceola Campus – 2-219B
March 26, 2009	2:30 – 5:00 p.m.	East Campus – 5-112
April 23, 2009	2:30 – 5:00 p.m.	West Campus – 6-202
May 14, 2009	2:30 – 5:00 p.m.	Winter Park - TBD
June 2009		No Meeting
July 23, 2009		Osceola Campus – 2-219B