

**TVCC Strategic Plan Meeting
November 5, 2010**

1. Present: Cortney Curran, Kelly Driskell, Dorothy Hetmer-Hinds, Colette Hilliard, LuAnne Bourland, Jeremy McMillen, Wendy Mays, Linda Luce, Jerry King, Rip Drumgoole, Janice Sutton, David Graem, Jean McSpadden, Gayla Roberts, Kay Pulley, Marshall Reeves, Charlie Akin, Sam Hurley, Mary Nicholson
2. Review minutes from 2/19/10. Jean McSpadden moved to approve the minutes and Colette Hilliard and Linda Luce seconded motion.
3. Finalized version of strategic plan was presented to TVCC Board and approved in April, 2010. It has since been presented at In-Service, 8/23/10.
4. We have broken the 3 major goals (Enhance Learning, the College, and Community Life) of the new Strategic Plan into 15 action areas. Each action area has at least one four-year goal to be met. This provides a challenge to make sure that we have at least one or more annual Administrative Outcomes (AOs) that will feed data into the Strategic Plan Action Area four-year goals.
5. Action Area Leaders need to ensure that at least one of the annual goals (AOs) will feed into each of the 4 year strategic plan goals. Marshall has prepared a report in today's packet to indicate how many AOs have been done totally and then by action area leader so that the gaps can be filled in for this academic year.
6. Marshall will provide more frequent reports on the status of AOs and LEAPs as a goal of the IPRE Department. We are certainly aware that everyone has a busy schedule and we are not trying to intimidate or show anyone in a bad light, but our purpose is to remind frequently so that the work needed on the annual goals and strategic plan will not be forgotten by anyone. The CARDS database has been cleaned up and improved by Marshall and should work more efficiently than ever.
7. These frequently updated reports (referred to in #6) will then be used to create a Dashboard report for the spring Committee on College Planning (COCPP) or Administrators' Retreat. This Dashboard will serve as an overview assessment tool that will help keep us on track for SACS and other reports.
8. Closing out old AOs (FY09 and earlier) and FY10 Administrative Goals is a work in progress in which Marshall is providing reminders of the incomplete pieces.
 - a. For FY09 and earlier, he is recommending that we close them out and get them archived. To close these out, it is important for the administrator and user to log into the CARDS database and either approve the outcomes or provide a way in which the plan can be closed.
 - b. It is recommended that if a major change has occurred in personnel or department and data is not available, that a notation to that effect will have to do to bring closure. If data can be collected then that needs to be done and duly noted. Marshall will assist in moving those forward to a completed status if needed.

9. In essence, FY10 plans provide a larger problem as there are many that haven't been done and are leaving a significant "gap" in our AOs.
 - a. Jeremy indicated that SACS reviews are coming down hard on Institutional Effectiveness (where the work of this committee comes into play), Student Services, and Distance Learning.
 - b. Discussion produced the idea that short of fabricating data to complete the plan process, entire plans could be written because work has been going on and goals have been set and met whether recorded in the database or not.
 - c. It is recommended that at least one plan in each area be completed to fill the gaps. This can be based on the departments before major reorganization has occurred for FY11.
10. Marshall referenced the new user's manual that he has prepared recently and is available on the Strategic Plan website. This can serve as a useful resource for all of the users of this database.
11. The strategic plan that is available on the website is the most recent version and as updates are provided, Marshall uploads the updated version. The plan itself states that there may be changes necessary from time to time.
12. Kay indicated that we are continuing to reevaluate and feel that we will have accomplished much if we have at least "1" good plan for every area in this new plan.
13. There was a reminder to submit updates for the Red Bird Report. Input had declined recently. With the reminder sent out by Tina (who will send out periodic reminders from now on), we jumped from three to fifteen this quarter.
14. The Community College Survey of Student Engagement (CCSSE) will be done again in the spring. CCSSE randomly selects the sections that are to be surveyed and IR will work with the respective instructors chosen to participate. We have shown improvement in all five benchmark areas but academic challenge is still our most challenging benchmark to see major improvement because it requires much reading and long papers to be written.
15. Kay queried the group's feeling about the frequency of reports that Marshall is generating and sending out. The question was raised if every two weeks or once a month would be best. The group agreed that once a month would serve the purpose of increasing our completion rates.
16. Meeting adjourned at 11:55 a.m.