

TVCC Strategic Planning Committee Meeting Minutes

11/18/2011

1. Present: Kay Pulley, Shawna Tucker, Marshall Reeves, Wendy Mays, David McAnally, LuAnne Bourland, Jennifer Robertson, Mike Abbott, Janice Sutton, Helen Reid, Joyce Helberg, David Graem, Kelly Driskell, Jerry King, Dorothy Hinds
2. Review minutes from 11/5/2010. Jennifer Robertson moved to approve the minutes and Marshall Reeves seconded motion.
3. Kay opened the meeting explaining that since we have the new strategic plan in place, our meetings have declined. We have just begun our new plan, which is on a 4 year cycle. The website has the new strategic plan in place, thanks to Marshall. It showcases the plan very well and we are very proud to refer people to it.
4. There have been no pressing issues with the current strategic plan. The news is not good in terms of keeping up with things and recording our updates. Remember with the Strategic Plan, we have each department or area with a 4 year goal. Under the 4 year goal, we have annual goals that feed into the 4 year goal. The annual goals are connected to the administrative outcomes. So, when creating AOs, we must be mindful of the 4 year plan. Marshall is managing a dashboard which is a visual representation of whether or not we are fulfilling our goals. Unfortunately, the dashboard does not look like we would want it to. This becomes even more important because we are in the middle of writing the SACS 5 year report.
5. Marshall talked about the dashboard. The worst news about the dashboard is not the "yellow", but because this dashboard should already be complete. There is a lot of duplication in it because when you enter your outcomes, you are allowed to enter more than one area. SO, it is important that when you are entering your outcomes, you need to carefully select the area to which it relates so that the duplication can be minimized. The Gen Ed area produces a lot more outcomes than any other area. The big difference between Admin plans and Gen Ed plans is that the Gen Ed plans have to have 3 outcomes, meaning that there is a lot more in the Gen Ed plan. We are limited on the number of Admin plans, but we are still not doing a good job of closing them up. We don't have enough information to have any dashboard data for the 2012 plans. We have about 45 plans that have no outcomes in it for 2012. There are plans that have outcomes, but have not been submitted for approval. They cannot be cleaned up at this point. Some of them might be "ridiculous" to have to go and try to clean them up out of the system. So, if the appropriate administrator would approve it to be deleted, that may be the best course of action. Dr. King asked about some of the open plans. Were they ones that were never finalized or approved? He asked for clarification and authorized Marshall to delete the Horticulture program since it is no longer in existence except at TDCJ. He wants them to speak with the Terrell campus to determine how to proceed with the Fire Science Department. Dr. King asked if it would be possible for Marshall to send a notice to each of the people who are delinquent in the process. Marshall responded that he currently does send out the reports, to everyone with a role in CARDS. Dr. King asked that it be sent only to individuals who are delinquent or past due, specifically. Dr. King expressed that we need to do more because it is terrible that we are talking about FY2010 when it is FY2012. The individuals should be required to have a meeting with their supervisor and have to answer for them not being completed. The FY2011 plans that are still open can be edited at this point OR deleted. Marshall is

requesting input as to how to resolve these? Do we delete and “take the bad out” or go back and try to enter closing data? The committee doesn’t really want to delete the existing plans, except in extenuating circumstance (such as Charles Gann’s responsibility transitioning to Dr. Allen). Dr. King will put Kay on the next VP meeting agenda to express the issues so that the VPs can be made aware of the plans that are not complete. Kay confirmed that the committee is in agreement that we will NOT delete the plans that are closed. Rather, we should go in and document the reason that it was not completed (if it is an extenuating circumstance) OR clean up the existing plans. Janice Sutton asked about the number of outcomes on the dashboard under the Learning Resources section because she didn’t recall entering so many. Marshall explained that this is a result of duplication because of the option to select up to 3 different strategic plan areas, there were some outcomes that referenced Learning Resources. Lastly, Marshall reminded the committee of the manual that he wrote which provides assistance to using the CARDS system. With every email reminder that he sends, a link to the manual is included to assist the user with the CARDS database.

6. The Red Bird Reporting system was created for our own purposes to keep abreast of the accomplishments with TVCC. There have been no additions since May. Please remember that if there are things that can be reported, go in and enter it. Dr. Forgey may even refer to this when he has to report to the board some of the various activities. If you want to include an accomplishment for 2010-2011, please note it by year so that Shawna can include it in the proper report.
7. CCSSE results overall were pretty pleasing. We will do CCSSE again in spring 2013. Of the 5 benchmark areas that are included, we fell a bit in the Active and Collaborative Learning area. The area of student effort increased with the last administration. The greatest success that we have is Academic Challenge (reading, writing papers, etc.) Student-faculty interaction remained constant while support for learners dropped. Remember that this is the students’ perception that we are not supporting them to the same extent we were in previous administrations. Do students feel comfortable talking to instructors after class? Do they share life instances as well as academic instruction? We can’t take for granted that some of these things are happening. We must continue to talk it up to everyone. As administrators, we must continually encourage and prompt the instructors letting them know that we are looking at these indicators. In writing the SACS reports, we rely heavily upon the CCSSE results.
8. Update on the SACE 5th year report – Kay reported that the committees are working on the compliance sections and QEP sections as assigned. Some of the committee chairs are having formal meetings while others are doing their sessions electronically. We will need fresh eyes to review all of the reporting because we often take for granted what we KNOW that we are doing while the reviewers have no prior knowledge. In every one of the SACS folders, if you are on a team, you have access to put documentation in it. Things that we need everyone looking at:
 - TASB Board Policy update – very complicated because with board policy, it has to be sent to TASB and then approved by the board, so it is a very long and tedious process. If revisions need to be made, please use the “review” function to track the changes. If you turn “off” the review function, it won’t reflect the changes.
 - Resumes and job descriptions should be updated and sent to the appropriate administrator. They should be updated for directors and above.
 - Rough draft due December 2, 2011

- Report due September 15, 2012

9. Meeting adjourned at 10:35 a.m.