



## Committee on College Planning (COCP)

Administrators' Retreat

Thursday, April 25, 2013

In attendance: Glendon Forgey, Jerry King, Jean McSpadden, Mike Abbott, Jay Kinzer, Mary Nicholson, Courtney Curran, Wendy Mays, David McAnally, Brett Daniel, Sam Hurley, Kay Pulley, David Graem, Charlie Hueber, Jeff Watson, Algia Allen, Colette Hilliard, Jennifer Robertson, Tina Rummel, Julie Lively, Iris Reeves, Helen Reid, Bill Monds, Renda Garner, Gail St. Clair, Jennifer Hannigan, Marshall Reeves, Joyce Helberg, Linda Daniel, Gayla Roberts, Karla Bryan, Kelley Townsend, Sheila Goldman, Audrey Hawkins, Lianna Reid, Brad Elmore, Vickie Dossett, Nancy Long, and Ron Walker.

### Session 1:

- Kay Pulley opened the meeting and introduced Rhonda Ferguson the owner of Stone Oak Ranch. Kay then gave directions for lunch and snacks. In keeping with the rustic "cowboy" theme, she spoke about being "partners" and that it takes every "partner" to make the college work. She spoke of the desire to utilize local venues for the retreat as well as the desire to enlarge the retreat group, in order to make connections with other departments that would enable each department to know what the other departments do.
- The minutes from the 2012 COCP Retreat were reviewed. Mary Nicholson moved and Jennifer Robertson seconded to approve the minutes from the 2012 COCP Retreat.
- Kay briefly outlined that TVCC had a number of things coming up, including a new Quality Enhancement and Strategic Plan, the continuation of SACS preparation and implementation, as well as upcoming Developmental course changes.
- Strategic Plan Pyramid-the mission statement was reviewed during the committee meeting; in 2014 the Strategic plan will need to be revised because every 4 years it must be updated. Dr. Kinzer mentioned that he would like to see student services to be directly included in the mission statement. Helen Reid suggested adding a core value of Integrity to the Strategic Plan.
- Kay praised her department and the work they do. She introduced Tina Rummel to speak about SACS and CCSSE. Dr. Allen spoke of wanting to improve the results on the CCSSE. Tina spoke about the Accreditation and that TVCC did really well on the 5<sup>th</sup> Year report. Only two areas were identified to be lacking which were that the credential information on some academic program coordinators did not match the Job Descriptions. TVCC must demonstrate that, for instance the Reading Coordinators did not require 18 graduate hours due to it being a non-transfer course. TVCC also did not provide evidence of the recognized accrediting body that currently accredits its surgical technology program in the included statements to describe itself.
- Timeline for reaffirmation. Orientation of leadership team will be due January 27, 2015. A committee will be selected to work on the accreditation. Compliance certification due and updated Institutional Summary form due on March 15, 2016. Off-site review must be conducted by May 3-9, 2016. Quality enhancement plan is due 6 weeks prior to the Off-site review, followed by the Action by Board.
- In Preparation-there will be several meetings, and costs associated with the Reaffirmation will need to be budgeted. The review of the report costs \$3,000.00. Talked about some of the items that will be needed to be included in the budget such as travel and accommodations for on-site visit.
- Board of Trustees review-Think about everything we do in terms of the college being a part of reaccreditation. Tina spoke of things to Remember. Charlie Hueber asked about how to change job titles, etc. Mike Abbott spoke about security concerns of putting the physical facilities tour on the web since the original would include floor plans, etc. An adapted copy used at Learning Day will be considered for general public website use.



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- Administrative Outcomes need to be handled properly in the CARDS system.
- Document everything-it's all a part of accreditation.
- Marshall Reeves spoke about the Strategic Planning Dashboard and closing the gap report. We had an excellent year for learning outcomes. This is the first year we have completed the outcomes before this meeting. On the Administrative side, we are better than we've ever done, but still not at 100%. There were 5 plans not complete by 2012, but they do have outcomes-this is the first year of that. If you have a plan for your area, please complete ASAP as they must be purged out. On the Closing the Gap report-this year we have a participation problem. There is a group that has rolled off from enrollment. Last year our participation number roll off was white females. This year it is white males. We might need to look at modifying the goal, because we may not make up the enrollment. Met 100% of goal for Engineering Success goal. Predominately comprised of drafting courses at TDCJ. Computer Science met 97% of goal, but predominately at the prison again. We are actually doing better than the data reflects; however, we code them as general studies major, so it is not captured. Licensure-we are better this year. Cosmetology is 100% this year, RN-95%. We have done better every year. For this year we have 11 plans that do not have an outcome or are behind schedule. On the THECB website there is an online resume for TVCC. Our figures on the resume are very good. For graduates we are in the top 10 for all community college. In mid-size colleges we are number 1. Dr. Kinzer shared that he had spoken to the Rotary Group and showed our graduation rank is closer to 24% and retention rate is closer to 70%. Tina pointed out that there is a hyperlink to select to go straight to the state website.
- Marshall also stated that SACS reporting requirements now require assessing outcomes in 4 categories, learning outcomes, learning support administrative outcomes, college support administrative outcomes and community support administrative outcomes. We are currently working to align our assessment activities with new core curriculum objectives. The THECB in conjunction with SACS has determined that all core curriculum courses must stress specific core objectives. While different courses will have to meet a subset of the objectives, the 6 defined objectives are critical thinking skills, communication skills, empirical and quantitative skills, teamwork, personal responsibility, and social responsibility. These will be taking the place of the General Education Goals that are currently associated with learning outcomes in the CARDS system. THECB has mandated which core objectives will be met in each core component area. We also have to incorporate these core objectives in new master syllabi that are due for submission to THECB by November 1, 2013. Starting in fall of 2014, activities supporting the core objectives will be consistently applied and measured across all sections of each core curriculum course. Annual data generated by the core activities will be recorded in the CARDS system and analyzed to determine how well the core objectives are being met by the college.
- Kay explained that this will now be an additional data layer. SACS and THECB have been requiring things from different angles, but they are now realizing and aligning their mutual purposes. We are working to align the CARDS database system to also incorporate LEAPS and workforce and administrative outcomes. Dr. King also mentioned this information has to be submitted to SACS and THECB two years before our 10 year accreditation mark. Kay stressed that documentation and measurement are the key words in this process. Tina also added that division chairs/etc. need to have copies of the rubrics used to measure our outcomes.



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### Session 2:

- Wendy Mays spoke regarding Developmental Education. The coordinating board is mandating institutions to develop innovative ideas for students that are taking 3 or more developmental classes that expedite the process and coincides with the new TSI testing. We have created a NCB (non-course based) instructional format on the Terrell campus. The registrar's office is providing the manual data of students that were able to complete the NCB program on the Terrell campus by being co-enrolled in a college credit class for the Spring semester. For Fall 2013, we are required to provide this option in all developmental areas-math, reading and writing. In Athens we are pairing developmental education with a learning frameworks class for the math class. This will help the students complete both their developmental and math requirements. By Spring 2014 we have to be actively recruiting students to this class. By Fall 2014 the "bubble" students will all need to be participating in the NCB program. We will not be able to modify (raise) the TSI requirements as we do now. In English we are also integrating reading and writing. The goal is to minimize the time a student has to spend in developmental classes. Dr. King shared that the previous testing that has been done is not diagnostic. The new TSI testing is supposed to be diagnostic. This should enable us to place them in the appropriate developmental course that will meet their needs. This was implemented as a way to decrease the cost of developmental classes, as well as the total time a student spends at our college before graduating. Dr. Kinzer spoke about the impact of these changes on academic advising and the future need of staffing to provide that advising. Julie Lively also mentioned the impact on financial aid. Colette Hilliard spoke about the fractions of contact hours that impacts the reporting to the state for our contact hours. Dr. King mentioned the state wants to push these students to ABE programs, which will have a negative impact on student populations such as athletes. Gail St. Clair talked of how the TSI testing will work. The student will take a 2 question test, and if it is not passed successfully, they will then take a 40 question test that is more diagnostic. The state has also mandated that we provide a pre-assessment activity, which may well impact students that come to register on registration day, and don't know they have to test. Dr. Kinzer spoke about Gail St. Clair being proactive this year about getting students tested.
- Kelley Townsend spoke about the SACS aspect of Dual Credit. We submitted 9 prospectus that we could offer 50% of credit –Athens, Brownboro, Canton, Crandall, Forney, North Forney, Palestine, Mabank and Kaufman. We submitted a 36 page report in February that included faculty rosters, TVCC history, and course info for each high school. Received an email that it was approved. We have 39 embedded faculty at 21 high schools for Fall of 2013. 29 schools are providing Dual Credit. The Dual Credit faculty do possess the same requirements as instructors in traditional TVCC classes. The faculty from Dual Credit has expressed a desire to be more involved at TVCC.
- Dr. King spoke about coming to the completion of Core Curriculum. He showed the progress we've made on this in a short period of time and spoke of how much we have asked of faculty in the development of the Core Curriculum requirements. Now the assessment team will go through the 85 master syllabi to evaluate if each syllabus has the required components. Wendy has developed rubrics to standardize the evaluation process. At that point the syllabi that need to be added to/revised, will be returned to faculty for final editing. Once this is done we will submit them to the coordinating board. Then the measurement process begins. He outlined the core curriculum components that were issued by the coordinating board and the objectives that



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were mapped to them, and that the activities assigned to each objective are measurable. Mary Nicholson asked if these activities can be done outside of class because many students are already completing these. Dr. King explained that these had to be a requirement of the class, but that yes, this could satisfy the required activity. He also mentioned that our degree programs will have to be cut down to 60 hours. He spoke of the challenges of how to pare these down, and which classes to remove while still meeting our SACS requirements. We're not sure how much time they will give us to complete the reduction.

- Dr. Forgey spoke of current/future TVCC Issues. He thanked Kay and her staff for organizing the retreat. He congratulated Karla Bryan for completing her dissertation and doctorate. He quoted Peter Drucker "Efficiency is doing things right, and being effective is doing the right things." The Chronicle has estimated that in the next 5 years, there will be 500 new college presidents-that means over half of college boards will be replacing their leadership.
  - Dr. Forgey discussed the current issues in the Texas Legislature including the push to graduate more students; funding issues-our budget has increased, while funding has decreased. He mentioned that next year's funding bill will be based on success points-suggested that the new TSI testing and developmental education requirements could be tied to success points. The senate bill has passed for our funding and it is 143 million dollars more than the house bill. He has sent an email to the legislators to support the Senate bill. One positive for the current bill removed the rider that reduced our funding by around 330,000. This was intended as an incentive for colleges that grew from one year to the next and was not expected to be overridden. The supplemental appropriations committee has passed a bill in the House that would have to pay back the teacher's retirement. This would be approximately 260,000, but this has not been passed. They are attempting to make the bacterial meningitis less restrictive. They are also considering measures regarding concealed handgun permits. TVCC has increased our general fee by 2.00. This should help raise more revenue to help offset the funding decrease. In the Senate bill they have increased the funding of our health and retirement back up to 50% which is an increase from last year's 42%.
  - He spoke on the need to focus on students, and providing the best faculty with the best resources available. He mentioned the facility changes including changes in the SUB-moving the CAPS program to Baugh building, and moving the Cardettes to the Liberal Arts building. There is a big opportunity for the health science center in Terrell to move to the old city hospital facilities. The board has indicated that they did not wish to see a capital budget this year, so we will approach those as needed. HR issues include the healthcare costs, and healthcare adjunct issues. Personnel requests have come from IT, and Dr. Forgey indicated that he was aware of the academic advising need. The Financial Aid office in Terrell needs additional help. The Print Shop does the printing for not only our college, but also the community so additional staffing is needed there. Retention or Recruitment problems would be the only cause of Salary Studies. We will keep the Longevity program that we have. Westwood ISD may be joining our tax paying district, which may adjust and realign our board. There may be a couple of retirements.

### Session 3:

- Jean McSpadden continued the discussion of the Legislative possibilities says that there is a bill that would appropriate 21.3 million in the House, 22.8 in the Senate. She said that most of the





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TVCC budgets have been submitted. In the controller's office-last September the board asked that we write a new accounts receivable policy. Joyce is working on detailed procedures now that the policy is in place. Working with Payment Card Industry Data Security System and its effectiveness. We have changed the guidelines to allow instructors to select from 2 textbooks. New lease agreements on the Athens campus for the copiers should save approximately 110,000 over the next 5 years. The board just approved a surplus property policy. It outlines our ability to make it available internally, and then sold publically externally using any means available, and then open it up to donation to charities, and then lastly disposed of. Custodial outsourcing-it was a rough transition but it has stabilized and improved. Should save the college 500,000 over 3 years.

- Mike Abbott-IT-Administrative Computing Issues-Brett talked about the state and federal changes that will need to be incorporated into the computing system. Client support issues-more students want online formats and availability. IT is working on the ability to notify a student who started a transaction but did not complete it. Also working on Java issues in the Cardinal Connection-IT will be converting Cardinal Connection to an html format, rather than Java. Mike spoke about the amount of storage growth TVCC has and will undergo. There is a need to store things both short term and long term. He spoke of the Bandwidth issues that are often caused by the volume of client support-there are a large number of devices supported. Smart room growth-IT added 19 partial smart rooms. 12 additional smart rooms will be installed this year. Updating technology in media-VHS is the most commonly used type of physical media in the classroom. Security issues-top 10 issues are spammers, cell phones, phishing, social media, outsource partners, students, professors, staff members, thieves, malware, and bot nets. Password security-do not use the same password for personal email and social networks as your TVCC password. Wendy asked about instructors still using VHS if it would be better to stream videos with bandwidth issues-Mike confirmed that the justification for additional bandwidth would outweigh using an antiquated system such as VHS.
- Mary Nicholson-Mike and IT has enabled the foundation to accept online donations. They are currently analyzing whether the high cost of the ability to process online donations is worth having it. As of March 31, the foundation has 3.4 million in endowments and non-endowments. They will be asking for a new position to help Brian in the Print shop in his serving both the college and the community. Also considering making printing orders an automated process. Benny has taken over the sports information officer. Jennifer will also be archiving our news and using social media to communicate with our students and community. Added the Drumgoole golf tournament as part of the Homecoming Celebration. She would like to add to the number of alumni events.
- Dr. Kinzer mentioned the issues facing Student Services including student retention, and faculty and student interaction. He has requested a new position that is tasked with retention. We will be moving the CAPS program up to the SSC. There is a need to provide opportunities for students to engage on campus and in the community. Proposing Red Bird Scholars to be a leadership program for students that will be a scholarship program.
- Second issue is the increasing debt default rate. Financial Aid has created a default management plan. If our rate is over 30% for 3 consecutive years, we lose Title IV funding. First part of the plan is educating in the pre-enrollment process. Financial aid workshops are being given to area high schools. Current enrollment portion includes current students. Current students that apply



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for loans must counsel with financial aid before being awarded funding. Encourage and maybe require many students to take an online financial literacy program provided by Buttonwood. Third portion is to communicate with prior students to be sure that students are aware of their options of repayment. Our current year draft year is below 30% (26.7). Dr. Allen asked if Washington has considered ideas of being more selective on who can receive loans. Nancy Long asked if we knew if the rate is actually down or if our prior students are in deferral and therefore not calculated in the figure. It is suspected that they are in deferral, thus skewing the data. The third issue is the attitude of our students-the instant gratification and attitude of entitlement. Looking at enhancing and changing our website. He stated that Renda suggested a new webpage that would be an online listing of every form a student may need.

- Dr. Forgey spoke of TDCJ funding-there is a known need by our local legislatures for more prison funding. The Palestine campus will be getting welding programs started. HR has a position approved that is tasked with putting all faculty and staff records online.

Meeting adjourned at 2:21pm.