

Council on College Planning (COCP)
Administrator's Retreat

Friday, April 29, 2016

Cain Center - Lobby Room - Athens, TX

Minutes

In Attendance:

Allen, Algia
Bennett, Kristen
Daniel, Brett
Elmore, Wendy
Faulk, Annette
Graem, David

Hilliard, Colette
Hurley, Sam
King, Jerry
Kinzer, Jay
McAnally, David
McElroy, Katie
McGee, Kenneth

McSpadden, Jean
Raymond, Ray
Reid, Helen
Roberts, Gayla
Rummel, Tina
Watson, Jeffrey

Morning

- Tina opened meeting at 8:45 am asking Algia to pray
- Tina asked committee to review and accept minutes from COCP 2015, Jerry accepted and Wendy seconded
- Tina explained to the committee the handouts they were given in their individual folders
- Wendy welcomed the committee and introduced the "Leadership" theme of the day
- Leadership Style Activity
- Tina and Wendy explain leadership styles and how it can play a role in negatively or positively affecting success
- Tina updated committee on Strategic Plan and CCSSE
 - More information and training on outcomes needed this summer
 - Very weak improvement plans needed to be addressed
 - CCSSE continues to decline in the area of "support for learners"
 - Jerry explained CCSSE results being used for development of future AOs; Jean indicated to let them know if they needed to do anything from their area.
 - Tina discussed the results from the last cycle of the 2011-2014 strategic plan and showed the dashboard from the new 2015-2020 strategic plan and told the attendees that all of the information was in the packets and that her office would be having one-one-one training on administrative outcomes that are tied to planning in the summer because changes needed to take place due to the comprehensive standards 3.3.1.1 – 3.3.1.5 needed for continued improvement in our processes.
- Job Description Activity was a fun interactive institutional effectiveness activity aimed at improving communication and understanding who does what in their jobs. Tina indicated that it was a big part of the SACSCOC 10-year review and that it was a team effort to make sure it was correct and matched the qualifications of the employee in that position.
- Tina and Wendy explain the institutional-wide effectiveness approach of continuous improvement and that all leaders need to be mindful of all

departments that could be affected when developing and implementing changes

Break

- The Leadership Challenge, Kouzes/Posner: Tina and Wendy
 - "Team Think Tank" Presentation: The Five Practices of Exemplary Leadership – Model the Way, Inspire a Shared Vision, Challenge the Process, Enable Others to Act, and Encourage the Heart
 - Ch. 1, When Leaders Are at Their Best, pp. 9-42
- Lollipop Activity
- Tina and Wendy explain how leadership needs to be redefined as being about lollipop moments, how many of them we create, how many of them we acknowledge, how many of them we pay forward, and how many of them we say thank you for
- Continued: The Leadership Challenge, Kouzes/Posner: Tina and Wendy
 - "Team Think Tank" Presentation: The Five Practices of Exemplary Leadership – Model the Way, Inspire a Shared Vision, Challenge the Process, Enable Others to Act, and Encourage the Heart
 - Ch. 1, When Leaders Are at Their Best, pp. 9-42
- Innovative Quiz
- Tina and Wendy explain how leaders search for opportunities by seizing initiatives and looking outward for innovative ways to improve
- Continued: The Leadership Challenge, Kouzes/Posner: Tina and Wendy
 - "Team Think Tank" Presentation: The Five Practices of Exemplary Leadership – Model the Way, Inspire a Shared Vision, Challenge the Process, Enable Others to Act, and Encourage the Heart
 - Ch. 1, When Leaders Are at Their Best, pp. 9-42

Break

- The Leadership Challenge, Kouzes/Posner: Kristen, Gayla, Jerry, and David G
 - "Team Model" Presentation: Model the Way
 - Ch. 2, Clarify Values, pp. 43-69
- The Leadership Challenge, Kouzes/Posner: Annette, Algia, Brett
 - "Team Inspire" Presentation: Inspire a Shared Vision
 - Ch. 4, Envision the Future, pp. 101-126

Lunch Break

- Board President Ray Raymond and Trustee Kenneth McGhee address the committee
- The Leadership Challenge, Kouzes/Posner: Jean, Colette, Sam, and David M
 - "Team Challenge" Presentation: Challenge the Process
 - Ch. 6, Search for Opportunities, pp. 157-183

Afternoon

- The Leadership Challenge, Kouzes/Posner: Jay, Jeff, and Helen
 - "Team Enable" Presentation: Enable Others to Act
 - Ch. 8, Foster Collaboration, pp. 215-240
- Vote and Award: Best "Team" Presentation

- 1st "Team Challenge"
 - 2nd "Team Model"
 - 3rd "Team Enable"
 - 4th "Team Inspire"
 - 5th "Team Think Tank"
- Committee Assignment Discussion: Meeting scheduled for June 16th
- Discussion of bringing the Leadership Intern back
- Discussion of implementing "The Valley Way" Value Awards
- Tina and Wendy adjourned the meeting at 2:45 pm