

Council on College Planning (COCP)  
Administrator's Retreat  
**Friday, March 31, 2017**  
The Ark - Athens, TX  
**Minutes**

**In Attendance:**

Allen, Algia  
Bennett, Kristen  
Daniel, Brett  
Dotts, Janene  
Elmore, Wendy  
Faulk, Annette

Graem, David  
Hilliard, Colette  
Hurley, Sam  
King, Jerry  
Kinzer, Jay  
McAnally, David  
McAnally, Maribeth

McElroy, Katie  
McSpadden, Jean  
Reid, Helen  
Spizzirri, Kristin  
Rummel, Tina  
Watson, Jeffrey

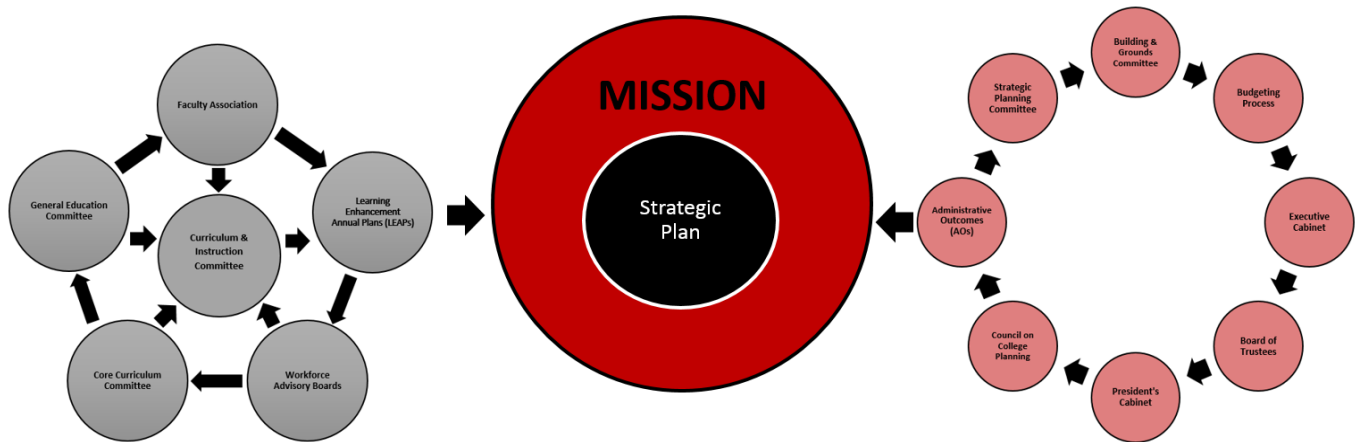
**Morning**

- Tina opened meeting at 8:47 AM asking Algia to pray
- Tina asked committee to review and accept minutes from COCP 2016, Jean accepted and Algia seconded
- Tina discussed SACSCOC 2017 Reaffirmation Timeline and explained the changes made by SACSCOC for future reporting purposes (CR 2.5 and CS 3.3.1).
- Tina talked about the TVCC's Planning Cycle and how the image used is not a proper display of what the College actually does. She asked the group what could be added to the image to help strengthen TVCC's Strategic Planning goals. Suggestions given were:
  - Budget Planning & Processing (Sam Hurley)
  - Workforce Advisory Committees (David McAnally)
  - Executive Cabinet (Tina Rummel)
  - President's Cabinet (Jean McSpadden)
  - Survey Results and Evaluations (Wendy Elmore)
  - Students (Jay Kinzer). Tina mentioned Enhance the Students is part of the strategic plan process.
  - Campus Specific Names (Algia Allen). Tina mentioned that is done within AO's.
  - College Committees (Wendy Elmore)
- The mission statement was presented for possible revisions, no revisions were mentioned or suggested.
- Tina and Wendy showed the group the Implementation & Assessment Timelines (Sept.-June). They discussed with the group that the challenge they faced was that the administrative planning process is misaligned because of the creation of AO's in October which does not align with TVCC's budget process.
- Tina and Wendy proposed coming up with a new deadline related to AO's considering aligning timeline with budget process so that when budget is prepared, AO's are submitted to immediate supervisor for approval.

- New Timeline Activity – proposal for new deadline using the blank timeline provided. 5 minutes allowed to have table discussion and submit proposals.
  - Jerry King, Jean McSpadden, and David Graem proposed no change. They believe the way it is done now is good. The explanation was given that new AO's couldn't be decided or approved until the budget was approved.
  - Wendy explained that you wouldn't want to create a new AO until the old AO was closed out and assessed either.
  - Algia Allen and Brett Daniel agree with Jerry King, Jean McSpadden, and David Graem's proposal.
  - Wendy proposed taking out the March piece and moving it to the end of the timeline.
  - Colette stated moving the March piece to the end would cause a nightmare for her and Jean.
  - Wendy proposed restating March to "Budget planning process for the upcoming year begins and is aligned with the projected AO's".
  - Tina and Wendy gave the group an explanation of why the timeline is important and how it played an important role in documenting what TVCC does to SACSCOC in the 2017 Reaffirmation process.
  - Tina will update page 4 planning cycle graphic and page 5 implementation timeline to incorporate changes requested from the COCP.
  - August will be moved to the top, projected administrative outcomes will drive budget planning process. In September, C&I program review committee will be added to the General Education Committee Reviews of LEAPs from a prior year.
  - March will read budget planning process for the upcoming year begins and is aligned with projected administrative outcomes consideration.
  - TVCC's Planning Cycle
    - Original Graphic

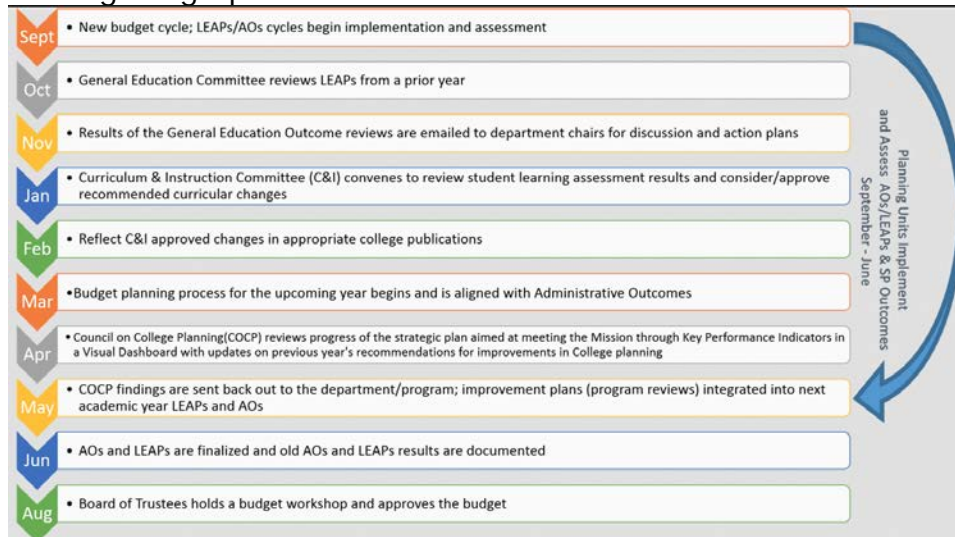


- New graphic

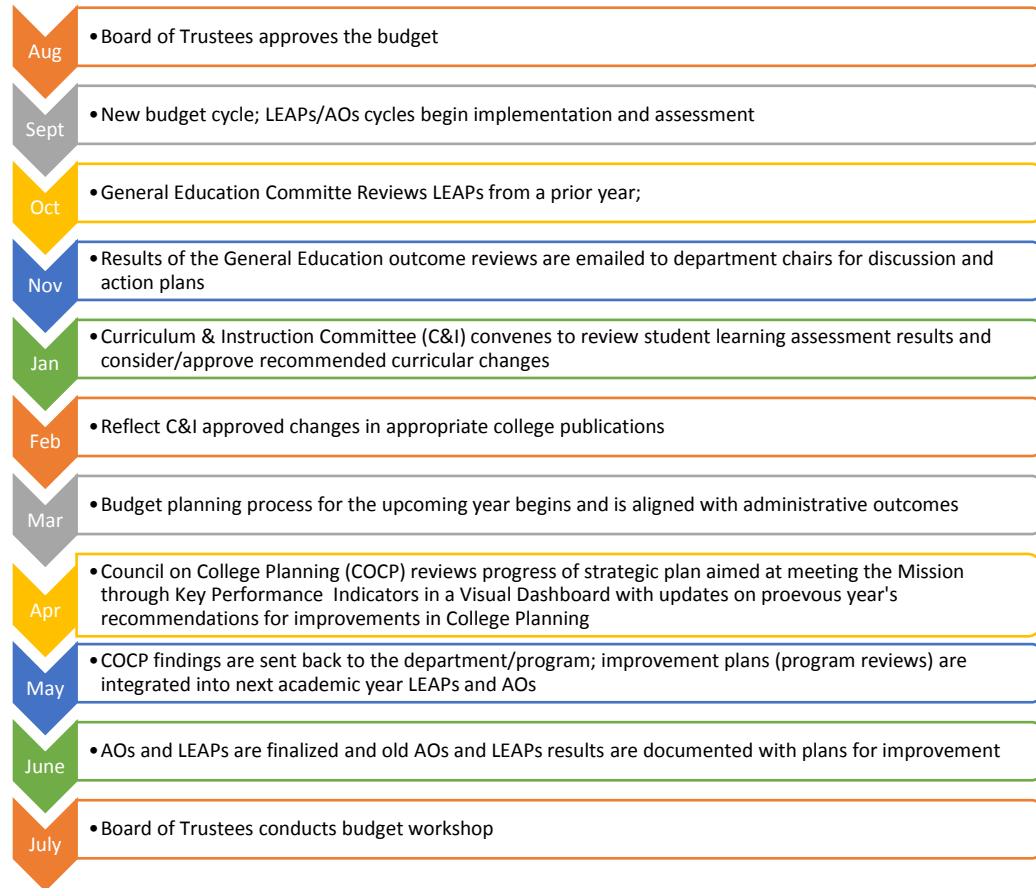


o TVCC's Implementation and Assessment Timeline

▪ Original graphic



▪ New graphic



- Tina went over the TVCC 2016 Strategic Planning Dashboard and explained that the red lights were due to the data not being available at this time. TVCC for the most part looks good. CCSSE is currently in progress right now. TVCC is either meeting or exceeding the targets set for the strategic plan.
- Tina wanted to stress to the group that the main goal of the AO's are to feed into the strategic planning goals just like the LEAP's are supposed to feed into the AO's.
- Wendy explained to the group that the TVCC faculty members had recently been trained on how to develop good, quality LEAP's because a good portion of TVCC's LEAP's were poor and weak. A few examples were handed out for the group to see.
- Wendy went on to explain that TVCC's AO's were about the same in quality as TVCC's LEAP's and she furthered explained that a scoring rubric had been developed to help in assisting in the development of AO's. She explained the basics and quality of an AO and gave the criteria of the sample AO scoring rubric.

Criteria	A Model for Others (4)	Acceptable (3)	Needs modification (2)	Not acceptable (1)	Comments
<b>Outcome Description</b>					
Outcome is clear and specific to the unit/department					
Outcome accurately describes the goal					
<b>Implementation Strategy</b>					
Strategy is specific and attainable					
<b>Assessment Method</b>					
Each outcome is measurable					
Single or multiple methods of assessment are used					
Assessment method is appropriate					
<b>Criterion (Expected Outcome)</b>					
Criteria for success are clearly specified					
<b>Relationship to QEP</b>					
Outcome connect to QEP					
<b>Relationship to Unit Mission</b>					
Outcome connects to College Mission					
Outcome connects to Unit Mission					
<b>Relationship to Strategic Plan</b>					
Outcome connects to strategic plan goal					
Outcome connect to Strategic Plan Action Area Outcome(s)					
<b>Budget Implications</b>					
Outcome links to budget changes					
Action Item(s) needed for Improvement					

- As a group, they discussed a sample of a weak AO and a sample of a strong AO. Quality of AO's and topic of AO's need to be discussed with AO unit owners **BEFORE** writing and/or approving AO's.
- Administrative Outcome Scoring Activity – each table received printed copies of AO's for FY16 and a new scoring rubric and was given 15 minutes to quickly score at least one AO with a partner.
  - The purpose of this scoring activity is to enhance awareness of what quality AO's look like, ultimately improving our ability to write them. This activity should indicate strengths and weaknesses in plan creation, achievement of actionable area outcomes of our strategic plan aimed, and achievement of our mission. The criteria and scoring allows us an opportunity to continuously improve and meet accreditation standards in our administration planning units.
- Discussion among the group about AO's being broad and general and LEAP's being more specific took place and was agreed upon.
- Consider narrowing down AO "theme" to 2-3 options that TVCC will focus on each year. Dr. King liked this idea and thought the executive cabinet could work on this.
- The group liked the idea of the rubric to score AO's and mentioned a possible workday or committee to score AO's.
- A possible training session on "AO's for Dummies". Rubric
- Tina volunteered the IR office to be in charge of using the Rubric to score the AO submission, send back for revisions, and finalize any changes necessary.
- Brett Daniel suggested spelling criteria correctly.
- Jean McSpadden asked that whoever was in charge of creating the rubric or provided the training to be mindful of those who might not be aware of certain terminology, to use laymen terms.

- The Rubric will be edited and shared back with the COCP to distribute to their departments to be used when creating their AOs, assessing the AOs, and evaluating any changes that need to be made as a result of what is find.

## Break

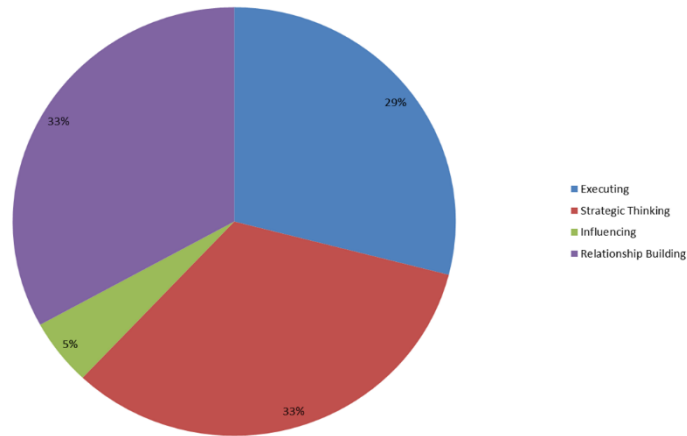
- StrengthsFinder 2.0 Activity with Annette Faulk
- Share with the group your top 5 strengths and share any phrases or sentences from your “personalized guide” that stuck out to you pertaining to your top 5 strengths that you agree or disagree with and then get with 2 or 3 others and discuss with them their thoughts and opinions regarding each other’s top 5 strengths and descriptions. Give examples of each other of when you have seen these strengths in them.
- A strength is the ability to consistently produce a positive outcome through near-perfect performance in a specific task.
  - Using the Four Domains of Strength is one way to wrap your mind around all 34 themes. It breaks them up into easily digestible chunks, and helps you focus on them as four distinct “sets.”
  - Often, it’s difficult to understand your own five signature themes of Strength, let alone the other 29. By organizing them into domains, you can master the understanding of one group, then move on to the next.
  - When teams leverage the Strengths of each individual, employee engagement is higher and goals are more likely to be achieved.
  - It’s important to understand that a team doesn’t necessarily have to be “balanced,” but it is helpful to know where the bulk of your themes reside. Instead, it is about understanding how individuals on the team are using their Strengths to contribute to each area of the organization.
- Exploring the **RELATIONSHIP BUILDING** domain
  - According to Gallup, “*leaders with great Relating Strengths are the essential glue that holds the team together.*” Put another way, without these themes, it’s just a bunch of individuals doing their own thing. They are the ones who keep us all focused on what could be.” The Relationship Building domain doesn’t only refer to those “touchy feely” sort of things, rather, it focuses on tapping into the uniqueness of individuals, and building relationships rooted in strengths. It’s about drawing the best out of people, so they can contribute more to the organization as a whole. Like bricks in a wall, they are strong individually, but far more powerful (and useful), when held together by the masons mortar.
  - These nine themes have an innate ability to take the human component into the equation. They look at how individuals fit into the bigger pictures and can create pathways for them to thrive. They make strong relational connections that bind a group together around a cause, idea or each other.
    - Adaptability
    - Empathy
    - Individualization



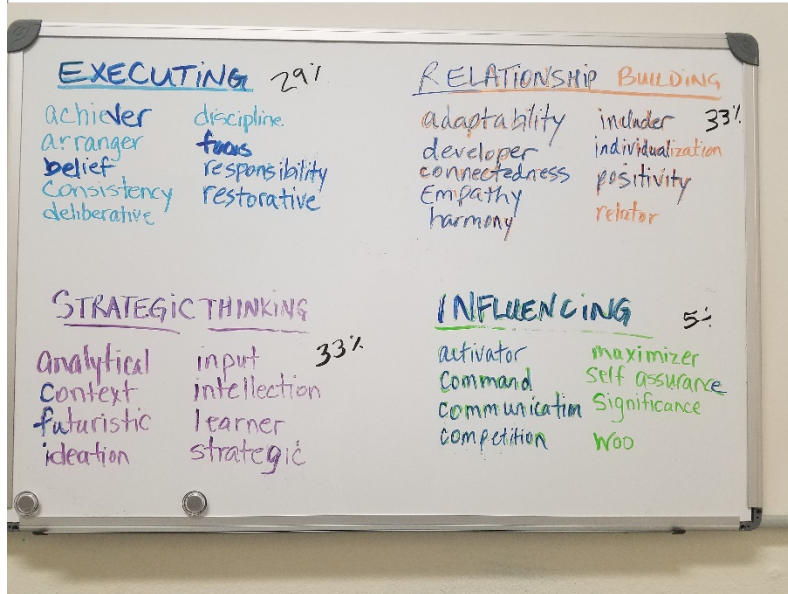
- Developer
  - Harmony
  - Positivity
  - Connectedness
  - Includer
  - Relator
- Exploring the **THINKING** domain
  - According to Gallup, *“leaders with great Strategic Thinking Strengths are the ones who keep us all focused on what could be.”* This domain doesn’t only refer to individuals who are constantly working things out in their own heads. Rather, people with these eight strengths are able to think into a creative way to solve problems, or devise a plan that may be an unusual take on the issue. Whether it’s thinking into a current problem, or dreaming about how to overcome tomorrow’s, the strategic thinking themes can take a thought or idea and look for the best way to move forward on it.
    - Analytical
    - Context
    - Futuristic
    - Ideation
    - Input
    - Intellection
    - Learner
    - Strategic
- Exploring the **INFLUENCING** domain
  - According to Gallup, the eight themes in the Influencing domain of strength “help their team reach a much broader audience.” These people can sometimes be categorized as those who step up, speak up and take charge. They may be able to “sell” the big idea of a group or organization to others. These people tend to show their value when you need your message/activity or cause to reach a broader audience, or meet a bigger goal. They tend to influence forward, often moving towards action and change. Obviously, everyone will influence differently depending on their other Themes.
    - Activator
    - Command
    - Communication
    - Competition
    - Maximizer
    - Self-Assurance
    - Significance
    - Woo
- Exploring the **EXECUTING** domain
  - The themes in the Executing Domain of Strength tend to get things done, with speed, precision, and accuracy. These nine themes are the hardest working of the bunch. They put in the hard work now, so that when it’s time to move, they are ready. They can make things happen! Putting ideas into action is the power of this domain.

- Achiever
- Consistency
- Focus
- Arranger
- Deliberative
- Responsibility
- Belief
- Discipline
- Restorative

Council on College Planning - Strengths Theme Distribution



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## Lunch

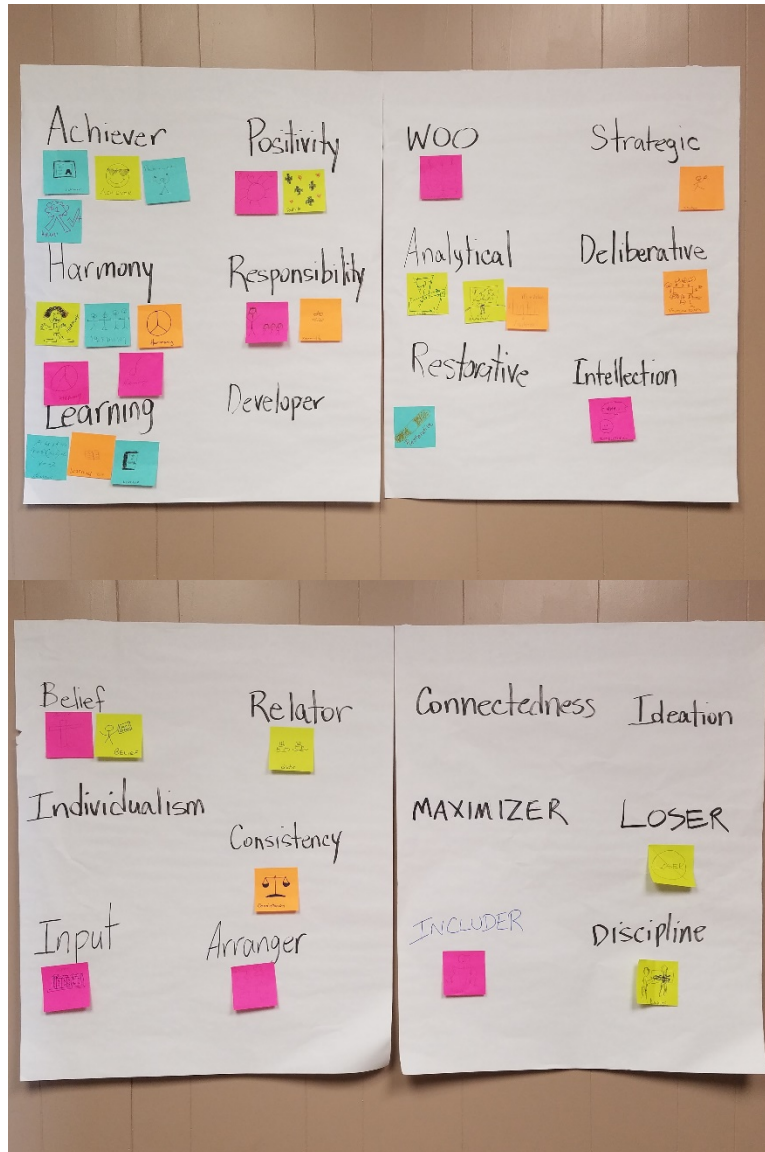
- StrengthsFinder 2.0 Activity with Annette Faulk



- Because your most powerful talents represent the best of your natural self, they are your best opportunities to perform at levels of excellence through strength.
  - Your **dominant talents** naturally appear frequently and powerfully. Almost no matter where you are or what you are doing, your dominant talents are active.
  - Your **supporting talents** naturally surface only when their support is needed, and do so with only relative power. Because they aren't as powerful, your supporting talents are unlikely to serve as a foundation for strength.
  - Your **lesser talents** naturally appear rarely, and they offer little power. Because of that minimal power, lesser talents seldom contribute to strength.
- Focusing on strengths dramatically impacts everyday life at work.
  - Using Strengths
    - I am good at what I do
    - My work is energizing
    - I look forward to my job
    - Time goes quickly
    - I am enjoyable to be around
    - I treat customers, co-workers, friends well
  - Not Using Strengths
    - I don't excel at my work
    - My work is tiring
    - I dread my job
    - Time drags on
    - I have few positive, creative moments
- Paper Tower Activity
  - The goal is to build a large, free standing paper tower, using nothing but printer paper and tape.
  - Designed to illustrate and highlight the behaviors inherent in the strengths of each group participating.
  - Insert picture if Anette has it of the winning tower activity.

## Break

- StrengthsFinder 2.0 Activity with Annette Faulk
- Personal Strength Picture Representation Activity
  - The goal is to choose one of your top 5 strengths and draw a picture of how it best represents you.
  - When finished with personal strength picture representation, you are to place it on the white post-it paper under the correlating strength title.



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- Key Take-A-Ways
  - Uniqueness
  - Individuality
  - Learning about each other
  - Trust
  - Value each other
  - After the day – patience and understanding
  - Teamwork
  - Different perspective
  - Relationship growths
  - Communication
- Questions to Reflect On
  - What drives us as a group?
  - How do we set directions and make decisions?
  - How do we overcome obstacles?
  - How do we recognize each other and celebrate success?

- Collette Hilliard wrap's up the meeting by reading to the group "The Giving Tree"
- Wendy Elmore shared a video pertaining to strength and dismissed the group at 2:30 PM.