STRATEGIC PLANNING AND ASSESSMENT
Minutes
HC Don Lecture Hall – 9/27/2016

In attendance: ☒ Bingham, Daniel  ☐ Hartman, John
☐ Adams, Julie  ☒ Hickox, Chad
☒ Block, Jeff  ☒ Kiesling, Robyn
☒ Brown, Michael  ☒ Lannert, Mary
☒ Clinard, Jan  ☒ Peterson, Curtis
☒ Dendinger, Rick  ☒ Sacry, Sandy
☒ Dubbe, Della  ☒ Stearns-Sims, Elizabeth
☒ Fillner, Russ  ☒ Zimmerman, Joe

Recorder: Summer Marston

FY16 Program Operating Budget Summary
Action: Review/discuss process for assessing prior year budgets & budget development process
Yearly report out on program budgets, operating only, not personnel. Shows comparison of last year vs. this year. Budget committee is working on a way to evaluate prior spending and how it relates to budget creation with explanations for excessive over/under budgets given in program assessment. The budget committee records this information in minutes. SPA members discussed possibly providing a guiding set of values to the Budget Committee to set priorities. Info could be captured in the mid-year assessment, as well. There are subtle differences between enhancements and long-term, and the Budget Committee polled members to rank enhancements last year. Long-term has always been under-utilized, needs to be brought up to the surface. The Budget Committee will create a plan to examine long-term requests and enhancements for FY18. Mike will provide the data he has gathered for the past three years to the Budget Committee.

Mid-cycle Program Progress Report (Pilot: Accounting & Business Technology)
Action: Review/provide feedback to program
Gap analysis revealed that a 5-year program review cycle may be a little long, therefore Mike and Chad created a schedule for a mid-cycle check to prompt questions at a very high level. Accounting and Business completed it, reviewed goals, provided updates, detailed PD activity, budgeting info, student learning outcomes. Other programs may not need to be as detailed. Summaries will come to SPA to look for patterns. Effort, energy, and retrospect helps the College improve. Schedule is on the HC website, both academic and non-academic. Mike recommended programs review and update every year, then it will be essentially done when due.

2016 Community College Survey of Student Engagement Survey (CCSSE) Results
Action: Review/discuss how results will be used (how, who, when?)
Defer to October SPA meeting.
Year Seven Accreditation Update: Program Student Learning Outcomes

Action: Discussion (all programs, particularly academic, need identified, assessable and published student learning outcomes)

Academics has started collecting information. Most programs have identified and are assessing outcomes. Every program should have outcomes published and match everywhere they are published. Ensure outcomes are being assessed in a systematic way and documented, then document changes made based on assessment. This is in response to a recommendation to use assessment to make changes. All programs must publish, assess, and document changes to show we are using data to improve. Mike and Chad will be meeting with programs over next 3-4 months to ensure learning outcomes are published and documentation of assessment can be provided.

Deliverables

- The Budget Committee will create a plan to examine long-term requests and enhancements for FY18. Mike will provide the data he has gathered for the past three years to the Budget Committee.
- Mike and Chad will be meeting with programs over next 3-4 months to ensure learning outcomes are published and documentation of assessment can be provided.