STRATEGIC PLANNING AND ASSESSMENT
Minutes
Don 123 – 01/24/2017

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

Recorder: Summer Marston

Review and Discuss Mid-cycle Program Progress Reports
Mid-cycle progress report is a check-in halfway through 5-yr program review cycle to determine if there are issues, if an area needs more resources, etc. Additional discussion was as follows:

- **Admission and records**
  No additional discussion from SPA members.

- **Aviation**
  Request to expand aviation instructional space is to improve quality of training and accommodate bigger equipment, not to increase student capacity.

- **Marketing**
  Customer relations management (CRM) software use is growing in higher ed. External/internal communications management system that browses and tracks interactions with other audiences. Different than Starfish and Banner. Would replace Fire Engine Red, interface directly with Starfish to allow increased and targeted connectivity, save a tremendous amount of time with mailings, data tracking, streamline process, help remove human error, etc. Would not be eliminating any position. Same system UM uses and would tie in to theirs.

- **Veteran Resources**
  No additional discussion from SPA members.

Mike will adjust the mid-cycle form to include the program name on the form itself. Chad reiterated that this process provides a long-range look at programs to determine where they need to go. SPA members approved all four progress reports.

Year Seven Accreditation Update
Mike and Chad met with small groups during the Institution Development Days to discuss checklist of items to prepare for visit. Site visit is April 10-12, 2017. Expect a full team of 5-7 people on campus interacting with different individuals/groups. There will be an initial meeting schedule; some impromptu meetings will happen with additional groups/individuals. Employees will need to be flexible. Summer will make sure institutional meetings are rescheduled. The self-study is published and on the website. Will be sent to evaluators when they are identified. Chad encouraged SPA members to review parts of the self-study, especially parts that pertain to them as the evaluation committee will
expect a higher level of understanding from SPA members. Primary focus is assessment practices, link to budget allocation process, how the Core Themes and Strategic goals relate, and what CT are – access, excellence, community. Sections 3-5 of self-study are main focus. Will follow-up at end of February with groups Chad and Mike met with to see where the College is.

AY1617 Assessment Plan Update
About 45% expended on current budget. There is no expectation that programs should spend half their budget by midyear, but this give a good idea as to where the institution stands with program spending. This does not include personnel, grant or fee-based funds, etc. Mike advised SPA members to review. About 75% of the mid-year updates are done; Mike will send a reminder to those who still need to complete theirs.

Draft FY18 MUS Performance Based Funding Results
The draft will likely go to the BOR for approval in May; possibly information in March. The actual amount of performance-based funding allocation will be determined by the Legislature (generally around $15 million of MUS budget). HC has performed at a level to adequate to receive full funding. Mike reviewed the numbers with SPA - HC received 1086 points, needed 1010; HC had largest number of completions last year than ever before; retention slipped a little; DE up; remedial success up; credit accumulation down. Benchmarks (rolling 3 year averages) are rising on some metrics (completions, dual enrollment, remedial success) which means institution will have to continue to perform at a high level in those areas to achieve score sufficient to receive funds.

Committees
Committee structure item was removed until Leadership finishes with their discussion.