STRATEGIC PLANNING AND ASSESSMENT
Minutes
Dean Bingham’s Office – 12/23/2014

In attendance: ☒ Daniel Bingham          ☒ Valerie Martinez
              ☒ Jeff Block                        ☒ Barb McAlmond
☐ Michael Brown excused                    ☒ Denise Runge
☒ Russ Fillner                                ☒ Sandy Sacry
☒ Tia Kelley                                    ☒ Elizabeth Stearns-Sims
☒ Mary Lannert

Recorder: Summer Marston

Old Business
- Mike will send Summer a list of program assessments that are still needed, she will send reminders.
  Done, still some to finish.
- Denise and Mike will discuss reports for programs in moratorium.
  Still need to do.
- Assessment Practices (NWCCU requirements)
  • Draft ad hoc follow-up report will go to Leadership 1/6. Final report will go to College Council 2/12 (faculty will be back). Would like to have final to NWCCU by 2/15.
    Denise has written about half of the report. On target for 1/6, college council on 1/12. Ensure sent out to groups ahead of time.
  • Credit hour policy.
    Out for first review.
  • Baselines and targets, show progress on each of the metrics.
    Mike working on for inclusion in the report.
  • Mike will have an update on Core Theme Indicators to Denise in the first week of January.
    Mike working on for inclusion in the report.
  • Russ working on an update to master plan.
    In progress. Has to go to the BOR. Maybe 12 pages to attach with addendum / dates. Denise requested it be posted online so she could link to it in the report.
  • Summer will help format.
    If needed.
  • Denise and Division Chairs will spend a full day drafting something to show use of assessment data in teaching and learning, as well as administrative services.
    Will be doing on January 8th and 9th in divisions, then come back together to review findings and changes to be made.
- Preparation for Year Seven Visit
  • Denise and Elizabeth will work through central complaint depository. Denise will check with NWCCU to see if CE needs to be included.
Need single place. Bring Jeff into discussion. E’s is Access, Academic is Word document. Could be hard copies, too.

- Denise and Mike will work during spring break to pull team together.
- Val reviewed each standard to see how HC aligns, will share this document with Mike and Denise. Discussed formalizing college policy on records retention. Summer will pull together records retention info. Policies often refer to federal and state, and then written for those where no policy exists. Need to see what is upstairs, figure out how to rotate records through, archive, destroy. Bring back to February SPA.
- Look at specialized programs for exceptions to college policies.
  CBT Report due to OCHE. Hope to submit SP and report rather than CBT format.

Further discussion on the committee structure and makeup
Leadership charged with working on a diagram for how SPA fits in overall committee structure. Looking at Strategic Plan as overall umbrella of Assessment, RRC, and Budget. Those would be subcommittees of SP.

Discussed different diagrams. First showed Master Plan, Technology, Advancement, Safety, Diversity, Quality work Life, and ASCRC funneled under Assessment, RRC, and Budget. More of ‘home’ than reporting authority. Also discussed committees spread among all areas rather than under three main. Safety crosses over between Budget and RRC. ASCR not official committee, but needs to fall someplace. Committee chairs could sit on Budget, RRC, and Assessment committees. College council more of a coordinating body that includes senates for communication. Leadership is overall governing body, responsible for employment, employees, finalizing and setting budget and carrying out. SP would be recommending body, and final decisions made by Leadership. Also discussed circular design with SP core (Leadership in the middle as deciding authority) with direct connection to RRC, Budget, and Assessment. Committees could be outer ring. All committees contribute to SP, interrelate. Discussed Accreditation Logic Model (handout).

Discussed if everyone with a budget should sit on budget committee or a core group that can bring in others as needed. Budget reviews how all spend and how relates to assessment. Ensure budget permeated and individuals have opportunity to share. OCHE call yesterday regarding possible extensive budget cuts.

Barb/Summer will work together on a diagram, attaching the mission/vision of SP. Bring back to SPA in January for discussion, then to College Council in February. SPA members will start thinking of the ‘who’ (maybe go back to committees themselves). Discussed chairs of each committee on SP, and a member on middle tier (RRC, Budget, Assessment).

Using / Applying Data
Moved to next meeting.