STRATEGIC PLANNING AND ASSESSMENT

Minutes

Dean Bingham’s Office – 7/28/2015

In attendance: ☒ Daniel Bingham
☒ Jeff Block via phone
☒ Michael Brown via PolyCom
☒ Russ Fillner
☐ Robyn Kiesling excused
☒ Mary Lannert
☒ Valerie Martinez
☒ Barb McAlmond excused
☒ Sandy Sacry
☒ Elizabeth Stearns-Sims

Recorder: Summer Marston

Old Business

Denise will send CAO accreditation discussion documents to Mike.

Mike got all documentation and program changes from Denise. Val will share email conversations regarding course sharing (between Denise and Heidi) and HC counter proposal with Dean Bingham and Mike Brown.

It working as much as possible to get things done

Jeff gave a quick update, asked that people email him if they have needs that are not being addressed.

FY15 Program Budget Summary

Mike has been keeping spreadsheet of budgets, pulling down from UMDW and reporting out. Some things get paid out of restricted, some out of grants and fee pots. Business office encourages the use of account numbers on POs, still some issues. Working to tie budgets back to assessment plans, to have people check mid-year to see where they’re at. Mike stated it is a fair amount of work and wanted to make sure it was of value. Budget committee has used this from planning perspective, and there is a feeling that this information has helped improve processes. It makes people evaluate and reconcile their budgets. SPA members stated they felt the information was beneficial. Mike will continue to do this reporting.

Review Annual Assessment Plan (Form and Process)

Mike requested SPA feedback on program annual assessment plan method. Goals are to (1) make it easier for the users and (2) make it more accessible for outside evaluators (for accreditation). SPA members felt it may be best not change the process at this time. Mike will review the process at convocation and will spend time with each area on campus to show what is being done / value to the program. Both technical aspect and qualitative aspect, both need to be resolved. Jeff stated IT could start some SharePoint training and technical tutorial. Mike will work on the writing component, tries to make himself available. Mike will contact Summer if he feels more time is needed during convocation.

Update on Institutional Metrics

Deferred until next month.

Accreditation Checklist Discussion

The NWCCU Year Seven evaluation is two years out. Work will begin this fall. Focus on planning, guiding mission, using data to improve student outcomes. Mike went over the questions and rubric. NWCCU will look at as much info as HC has.
available. HC made a few early changes to core themes, have measured since. Val recommended having a standing agenda item for continuous improvement and reporting out to keep a record in SPA minutes. Discussed gap analysis. SPA members should through questions and bring back to SPA as a starting point. Denise and Mike had worked out a plan, but Mike thinks would be helpful to do this as a group activity. Mostly focus on standards 3-5 (can go back and answer 1-2 again, but main emphasis is last three standards) and needs to address recommendations from past visits (most have been taken care of). Summer will email faculty/staff to invite participation. Accreditation team will include Administration; Division Chairs; Directors of Continuing Ed, IT, Library, Marketing, and Nursing; 2-3 faculty; and 2-3 staff. Start meeting in September. Will also be a group to work on information gathered from the employee survey.

**Deliverables**
- Val will share email conversations regarding course sharing (between Denise and Heidi) and HC counter proposal with Dean Bingham and Mike Brown.
- Update on Institutional Metrics deferred until next month.
- Summer will email faculty/staff to invite participation in Year Seven Committee.