

North Central State College

PLANNING ADVISORY COUNCIL

Meeting Minutes

Tuesday, June 16, 2009

Rm. 149-F

Members Present: Ken Ekegren Kate Peresie Don Plotts (ex-officio)
 Betty Wells Beth Price Gail DalPian
 Sharon Perry Jim Hull Beth Franz
 Sheila Campbell Karen Reed

Members Excused: Teri Brannum Brad McCormack Tom Prendergast (ex-officio)
 Mark Monnes Ken McCreight Stephanie Kreisher
 Peg Moir Margaret Puckett

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- I. Ken Ekegren greeted all present and called the meeting to order at 3:00 p.m. The minutes of May 5, 2009 are still pending and so were tabled. The minutes of June 2, 2009 were approved by general consensus.
- II. Don Plotts gave a brief financial report in Brad McCormack's absence. The SSI (State Share of Instruction) remains at 6%, as proposed in amended House Bill 1. The freeze on tuition also remains in effect. The NC State budget looks very good and will go back to the Board of Trustees next week as is.
- III. Kate Peresie was next asked by Ken Ekegren to report on the AQIP Strategic Planning Evaluation Survey results. A copy of the report was distributed to all council members followed by an explanation of the results.
- Kate noted that questions #1, 4, 9, 10, 11, and 14 were perceived by the council as strengths, while questions #3, 6, 15, 17, and 18 offered opportunities to be further explored. Kate pointed out that the strengths were foundational.
 - Karen Reed stated that all employees have the opportunity to participate individually in the Strategic Planning process, even though the PAC represents all factions of the College.
 - Kate Peresie expressed a concern over the availability of all College documents to participants in the strategic planning process.
 - Beth Franz commented that when addressing question #15, *Planning occurs on schedule, according to the timeline*, communication is key.
 - Karen Reed added that she makes an effort to inform the people who are responsible for various items in the hopes of initiating feedback.

- Ken Ekegren asked the council if they have observed that information overload was becoming a problem. He stated that the Strategic Initiatives need to contain brief bulleted statements in place of detailed explanations to increase understanding.
- Kate Peresie added that each SI should identify the institutionally effective measures at which they are directed. She suggested that they should be placed on the web with links from other documents so they can be found easily.
- Don Plotts stated that dashboard indicators have represented a struggle for over a year. We need to focus to finish the process.
- Betty Wells added that it would be beneficial for a member of the PAC to attend the pagemaster training session in order to set up a webpage for PAC documents.
- Sheila Campbell volunteered stating that she has a real interest in this area and would welcome the opportunity to develop a webpage for the PAC.

A discussion followed in reference to writing measurable objectives for the Strategic Initiatives.

- Sharon Perry stated that this practice is done in nursing on a regular basis and so she is very familiar with the process. She offered to assist the coordinators in rewriting the SI's with measurable objectives.
- Kate Peresie added that assessment needs to be at the SI level also. When asked by Ken Ekegren, she agreed to assist coordinators from an assessment perspective in rewriting the SI's with measurable objectives.

Wrapping up the discussion on the evaluation project, Kate Peresie stated that the project did its job. It should be included in the final report. One part of the directions on the SI evaluation needs to be further clarified. Once done, the evaluation is ready to be filed and stored for use next year.

Ken Ekegren stated that Steve Williams will send out the packets on Thursday, June 18, 2009, so that the information can be refined before the next Board of Trustees meeting.

Don Plotts added that he will clarify to the Board of Trustees that this is a draft copy of the Strategic Initiatives and related task statements at this time. He also suggested that each category leader for the Strategic Initiatives make a short presentation over the course of future Board of Trustees meetings.

IV. Ken Ekegren next asked for reports from the SI coordinators.

- A. Betty Wells, coordinator for SI #1, Enrollment Development, stated that the task statements need to be refined further.

Discussion followed in reference to item 1-10a.1 when Kate Peresie inquired how to implement and measure this:

Help foster an environment that promotes staff retention, professional growth, data inquiry, technical competency, and innovative thinking specific to enrollment development.

Betty Wells reported that Gail DalPian suggested including measures on how to target returning students (not to be confused with continuing students):

Don Plotts advised the Council that meetings with high school superintendents and principals have occurred on campus to explore methods to increase student enrollment and promote diversity among the student population.

- B. Council looked through the report for SI #2, Achieving the Dream, and had no questions at this time.
- C. Don Plotts stated that there is a large amount of work to be done on SI #3, Workforce/Economic Development. He noted that Ken McCreight had added item 3-10d to the report:

Assist in ensuring career pathways for disadvantaged and displaced populations by using one or more of the 10 methods following (See SI #3 task statements).

- D. Karen Reed, coordinator for SI#4, Academic Quality Initiative, pointed out and briefly discussed sub-task item statement 4-09-b1:

Complete a feasibility report for 13 proposed programs for FY 2010 & 2011.

Kate Peresie noted that item 4-09-d3 could serve as the AQIP Action Project to meet the Higher Learning Commission's requirement:

Map AA & AS curriculum to core learning objectives.

Kate Peresie also suggested that item 4-09-d4 would meet the computer literacy objective for the core learning outcomes:

Review all College core learning objectives, including analysis and revision of the Information Technology objective to include information literacy.

- E. Jim Hull, reporter for SI #5, Diversity Initiative, emphasized the need to develop a diversity plan for the college.

Don Plotts reported that an outside advisory committee as well as an inside advisory committee has already been formed by Margaret Puckett fulfilling sub task item 5-1.1.

- V. Betty Wells was happy to announce that summer quarter student enrollment is reported at 1,455 students, which is 11% over last summer. Fall quarter is already reported at 3% over last fall quarter.
- VI. Ken Ekegren led a discussion in reference to summer meeting dates. The next meeting will be held on July 21, 2009 at 3:00 p.m.
- VII. Meeting was adjourned at 4:05 p.m.

Respectfully Submitted: Kathy Emmer