



# Rogue Community College

## INSTITUTIONAL PLANNING AND EFFECTIVENESS COUNCIL (IPEC) OCTOBER 28, 2008; 3 – 4:30 p.m. (RWC, H-2) MEETING MINUTES

**Attendance:** Kori Bieber, Chelsea Kelsey, Cheryl Markwell, Marie Mueller, Mary O’Kief, Curtis Sommerfeld and Denise Swafford. Absent: Mark Bony, Galyn Carlile, John Lopez, and Chip Phillips

AGENDA ITEM	NOTES
1. Check-in/Review Agenda	Revised meeting schedule provided. November, February and May meetings will be conducted via video conferencing.
2. Strategic Planning Update	<p>Quarterly meetings for strategic planning champions have been scheduled with IPEC for November 25 (Goals A and B) February 24 (Goals C and D), and May 26 (Goals E and F) – all by IP Video (RVC G-16, RWC CH-10, TRC 123-A) (Handout provided).</p> <p>Evaluation tools created by Cheryl Markwell were reviewed and approved by IPEC as a template for setting and evaluating goals and objectives. The form can be used to close the planning loop no matter when you start goal setting and budget planning. The two-year tool projects the future year’s budget, reflects on accomplishments of past year, and provides and opportunity to determine new plans. (Handouts provided).</p> <p>2008-09 goals are due November 14 New goals for 2009-10 are due January/February.</p> <p>Mary O’Kief will work with Marie Mueller on updating the planning calendar to be reviewed by IPEC and posted on the intranet.</p>
3. CSSE Update	<p>Due to the new strategic plan and various deadlines Kori and Cheryl have decided not to do a formal summary of the report but have reviewed anything below the average and discussing remedies, which and may be applied to the strategic plan.</p> <p>Curtis will email a summary to AllofRCC and reference to access to the full account.</p> <p>The Noel Levitz survey is scheduled to be administered in the middle of winter term. Chelsea K. will work with Diana M. on ordering and distributing the survey.</p>

4. Review Council Charter	Reviewed and revised council Charter. Denise S. will make revisions and email to all for final approval.
5. Other A. Newsletter (Fall 2008)	<p>Mary provided a copy of UCC's Strategic Plan booklet to find out if IPEC was interested in producing a similar booklet. It was determined that it would not be cost effective to do it.</p> <p>Marie Mueller has represented faculty on IPEC; however full-time faculty representatives have not been attending meetings. Curt will follow-up.</p> <p>IPEC did not produce a quarterly newsletter this summer for AllofRCC; however, Denise S. will work on a draft before next IPEC meeting for Fall 2008. It was determined that newsletters are a necessary and effective tool for communicating planning college-wide.</p> <p>Next Meeting: November 25, 2008, 3-4:30 p.m. (RVC G-16, RWC CH-10, TRC123-A)</p>