



Rogue Community College

**INSTITUTIONAL PLANNING AND EFFECTIVENESS COUNCIL (IPEC)  
 APRIL 27, 2010 - MEETING AGENDA, IP Video: RWC CH 9-B; RVC G15; TRC 123-C**

AGENDA ITEM	NOTES Recorder: Marie
<p>1. Review Agenda (Mary)            Present: Lynda Warren @ TRC;            Sara Nopfke and Tracy Olsen-Oliver @ RVC; <b>at RWC:</b> Tracy Lingo            Mary O’Kief, Linda Renfro            Margaret Bradford, Chelsea Kelsey            Brad Ross, Dan Buck, Cheryl Markwell, Denise Swafford            Doreen Wood, Marie Mueller</p> <p>A. Update Reports by Strategic Planning Champions, Goals E &amp; F</p>	<p>No additions to agenda.</p> <p>Champions deserve a round of applause for succinct, complete, informative reports. Goal E: Margaret, Dan, Brad, Cheryl, Jodi Fulton [in absentia]; Goal F: Cheryl. <u>Detailed quarterly reports are posted on the Strategic Planning Webpage on the RCC Intranet.</u> Some tidbits of action/info follow:</p> <p>Selected Actions, Goal E:</p> <ul style="list-style-type: none"> <li>• <b>Margaret</b> will consider posting the Marketing Plan on their Webpage for information and support. Activities in the plan are being accomplished as staffing and funding become available.</li> <li>• A new project is inserting ads in high school, SOU, and OIT papers; another is billboards.</li> <li>• Marketing may request special funding from the RCC Foundation if they provide the opening to do so this fall.</li> <li>• Look for new treatments to the schedule presentation, including a magazine-style “PR” look for future editions.</li> <li>• <b>Tracy O-O</b> reported that the textbook cost committee is pursuing bookswap.com and a partnership with the student Public Interest Research Group on open texts.</li> <li>• A new federal mandate requires that texts be listed and available at the same time as course registration occurs, so this will affect department selection timelines. Linda Renfro asked to be copied on the law.</li> <li>• <b>Jodi F.</b> reports that RCC is hosting a Child Care Summit 4/29/10.</li> <li>• <b>Lynda W.</b> reports that the YMCA, having lost \$3000/month this year due to low enrollment and is closing its RCC facility. Chelsea noted that Head Start lowered the age of kids eligible to enroll which may have impacted the Y’s enrollment. RCC is soliciting a new provider.</li> <li>• Beginning May 2, <b>Brad</b> will be providing a fat folder of generic RCC materials to the 11 or so regular users who have spend \$15,000 on tuition consistently over several years.</li> <li>• For the first time, <b>Dan</b> is using reports from Bryan to support data-informed results: FTE, numbers enrolled, tuition derived from enrollees [\$268,000 if I heard correctly].</li> <li>• Ongoing work with high schools to further develop health care and construction programs continues.</li> <li>• Work to improved self-sustaining programs with the Morris Foundation.</li> <li>• <b>Dan’s</b> FaceBook efforts have garnered 500+ users with posts on Margaret’s events, parking, etc.</li> <li>• Remote COMPASS exams have tested 300 students! (<b>Dan/Brad/Katie</b>)</li> <li>• <b>Cheryl</b> distributed her template handout to guide faculty in organizing and conducting better advisory committee meetings and to effectively solicit input on future and current worker training needs and expectations.</li> </ul>

	<p>Selected Actions, Goal F:</p> <ul style="list-style-type: none"> <li>Using a PowerPoint presentation, <b>Cheryl</b> reviewed HEC/SOU/RCC cooperative ventures to best utilize public resources and avoid duplication of efforts.</li> <li>An exciting addition is SOU's new Bachelor of Applied Science degree which uses RCC's AAS as a minor. Better yet, it is 99%+ online for maximum use.</li> <li>High school administrators at one session identified over 20 programs they'd like to see; RCC will offer 5 to 10 of these in various venues and formats.</li> <li>A number of successful meetings have been/are being held to deal with building issues, scheduling, professional working attitudes, faculty development, attracting high school students, and more are to come.</li> </ul>
<p>2. SENSE &amp; Faculty Senate Update (Cheryl)</p>	<p><b>Tracy Lingo</b> reported that the Faculty Senate was receptive and excited to work on the SENSE data regarding particularly student engagement. They have set a May 21 meeting to do so. <b>Cheryl</b> noted that some areas of the SENSE survey remain the purview of other RCC groups, especially Student Services and IPEC, to process and to recommend action plans, indicators, and timelines. Next Steps:</p> <ul style="list-style-type: none"> <li><b>Curtis</b> will contact the provider so SENSE data can be posted on the Y Drive in a format other than multiple Excel sheet.</li> <li>At its next meeting <b>IPEC</b> will revisit its own role concerning student surveys.</li> <li><b>Cheryl</b> will work with <b>Kori</b> to design an IPEC exercise to review the SENSE data.</li> </ul>
<p>3. Strategic Planning (Mary)  A. Reminder - Annual Assessment Meeting – July 8  B. Slides at In-Service  C. Updated SWOT (Denise)</p>	<ul style="list-style-type: none"> <li><u>Mark your calendars:</u> July 8 is the annual assessment of goals and objectives meeting.</li> <li><b>Curtis and Mary</b> are making a brief PowerPoint presentation to all of RCC at inservice on Strategic Planning goals and objectives; copies will be in packets.</li> <li>The 2007-08 Executive Council SWOT analysis was re-distributed; several changes have been made to update it and others are forthcoming. Thanks to <b>Denise S.</b> for the summary version.</li> <li>Planning: The May 25 IPEC meeting will deal not only with SENSE but also with planning IPEC functions and roles as stated in the charter (revision due 6/30). With so much planning in progress, <b>IPEC</b> needs to clarify its own roles in planning, assessment, and reporting—not to mention in accreditation!</li> </ul>
<p>4. Accreditation (Denise)  A. Progress Report – Due 10/15.  B. Core Themes – Objectives (First draft due 5/19)  C. Excellence in Higher Education Training, October 4<sup>th</sup> &amp; 5<sup>th</sup>, 2010</p>	<ul style="list-style-type: none"> <li>The <i>Annual Report</i> to NWCCU is due June 1 via Survey Monkey. Laura Bennett and Bryan Herve are providing data for <b>Denise S.</b></li> <li>The <i>2010 Progress Report</i> for NWCCU should be completed for inclusion in Board packets for the August meeting. It's due to NWCCU a month before the 10/15 Due date.</li> <li>Core Themes with objectives, indicators, and rationales are due to IPEC (Denise S.) May 19. <b>Denise</b> has received initial objectives from Rena and Jeannie H. on Diverse Communities, but more may be needed. The second draft is due in June.</li> <li>Excellence in Higher Education (NACUBO) Training, October 4- 5, 2010: <u>Mark your calendars.</u> All Standard 2 functions in the <i>Revised Accreditation Handbook</i> need to be represented. Identify your representative(s) and tell <b>Denise</b>.</li> </ul>

<p>5. Reports:</p> <p>A. Budget – Lynda</p> <p>B. IMP – Denise</p> <p>C. SEM (no report this month)</p>	<ul style="list-style-type: none"> <li>• Budget: <b>Lynda W.</b> reports that initial drafts have gone to the Board.</li> <li>• Work continues on changes to materials budgets affected by higher enrollment.</li> <li>• Initial 10-year plan work has begun and a Tuition/fees/BAG meeting will be held Summer 2010 to continue work.</li> <li>• <b>Denise S.</b> reported that the Opsis team presented the IMP draft to the Board whose members were dismayed to find no academic and fiscal master planning included. Opsis will work to include more of those features. In parallel work, <b>Lynda W. and Cheryl</b> are initiating Fiscal and Academic strategic plans.</li> <li>• <b>Lynda W.</b> Funding the Allied Health/Science Building at RWC will include not only the Foundation proposal to the community, but may need a further \$4 million to match state funds. Also, the scope of the project could be scaled back.</li> </ul>
<p>6. Other/Next Meeting</p> <p>A. IPEC Newsletter</p> <p>B. Discuss Process for Assessment Meeting</p> <p>C. Return to Scope of IPEC Planning Discussion</p> <p>D. SENSE data evaluation exercise</p>	<p><b>Next Meeting, May 25, 2010, in H-2. If possible, please plan on 2-5 p.m. because of the scope of the agenda. If not, please let Mary or Denise know.</b></p> <p>Recorder: Mary</p> <ul style="list-style-type: none"> <li>• Let <b>Mary or Denise</b> know of other topics for the 25<sup>th</sup> meeting or for the <i>IPEC Newsletter</i>.</li> </ul>