

INSTITUTIONAL PLANNING AND EFFECTIVENESS TASK FORCE

MINUTES: SEPTEMBER 30, 2008

Present:

Curt Sommerfeld
John Lopez
Cheryl Markwell
Mark O’Kief

Marie Mueller
Chelsea Kelsey
Kori Bieber
Peter Angstadt

Strategic Planning

Re: *Managing Strategic Planning*

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Both Milestones/Macros and Action Steps are listed.

Question: Do champions need to report on Action Steps?

Answer: No, those are a breakdown for your own planning and are not on the assessment chart. Reporting is optional.

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- Strategic planning will have a yearly assessment of institutional goals and objectives.
- Institution-wide, departments should develop and address their internal goals and objectives to fulfillment of either institutional goals or institutional objectives. If a departmental objective/goal doesn’t fit elsewhere, the institutional goals are sufficiently broad that they can be addressed by almost any objective.
- A departmental goal/objective submitted to an associate dean may be recognized for long-term, institution-wide implications. It could be moved up to/added to an institutional objective in a future year.
- However, if a department has a need that seems not addressed in the strategic plan, the department should advocate for its needs.
 - How will you do it?
 - How closely can you tie it to the institutional goals and objectives?
 - Can you adapt your needs to fit the institutional strategic plan?
 - The objective will add weekend or evening offerings.
 - An online presentation is a new option.
 - The objective will further develop RCC culture, e.g., a new foreign language initiative.
 - The objective has potential to add revenue, e.g., sale of RogueNet to SWOCC.
 - Does the dept. goal use resources wisely and efficiently?
 - Does the dept. goal spotlight or add to RCC strengths?

- Do employers and advisory committees support the direction taken by the objective?
- Tie your budget to the 2009-2010 goals! For next year, the goals should drive the budget, not the reverse.

Concern: Goal F (RCC/SOU expansion) originally set an objective of 15 new majors this year.

Solution: With Dr. Angstadt's agreement, it was decided that 15 was an unattainable goal; IPEC settled on 3 new majors as a reachable objective.

Assessment of the Strategic Plan

After considerable lively and useful discussion, IPEC decided that assessment (using the Strategic Planning Web site as usual) will fall into these levels:

1. Institutional
2. Divisional
3. Departmental

At present, campus needs will be addressed under one of these three categories. Curt promises that he will work with Susie and Jeff in the future if campus levels need to be reinstated. So, if there are no campus goals/objectives this year, why do we have campuses? "So we know where we are driving to today."

Assessment and Sharing

Issue: Strategic Planning needs to be all-inclusive of RCC personnel.

- How can RCC assure that all faculty and staff are engaged?
 - Inservice
 - AllofRCC e-mails
 - President Angstadt's quarterly/monthly reports
 - Videotape a portion of the Board report and make it available on YouTube with a link sent to everyone.
 - Quarterly reports to Campus Councils.
- IPEC will put Divisional reports on as regular agenda items once a quarter. Specific departments may attend/report as their work is related and they are interested. Champions will be at IPEC once a quarter for strategic planning reports. This will provide a venue to be critical of work done, to receive recognition for work accomplished, and to see progress of the whole plan. IP video could be used.
- Champions will report individually to IPEC in some depth on a rotating schedule.
- First monthly reports are due to Mary by Tuesday, October 7.
- Dr. Angstadt will report monthly progress to the Board; his monthly updates to RCC will highlight what has been reported to the Board.

Action: Mary O’Kief will update the strategic planning materials, sending copies to IPEC. She will work with Susie Bates to have the Strategic Planning Database updated for the coming year’s input and assessments (done).

2007-08 Annual Goals Assessment

Curt put these up on the screen. IPEC worked through the draft recommendations, tailoring them more closely to the needs of the college and fine-tuning language to make them measureable.

Action: Marie will update and send to Curt (done). Curt will send the finished draft to IPEC (done). Changes, if any, will be implemented, then the report will be sent to Denise Nelson for inclusion in the Board packet for presentation at the October 21 meeting.

CCSSE

The survey has been done. Results have been returned to the college. IPEC has reviewed the reports.

Next steps: Closing the Loop

1. Curt will see if the reports are available electronically from CCSSE. If not, they will be scanned for use. It is remarkable how normal RCC scores are; there are few, if any, significant deviations from norms.
2. Materials will be posted on the Web site.
3. *The Synopsis* will be shared with all.
4. Instructional and Student Services Divisions will review the entire report and respond as appropriate.
5. Those receiving CCSSE materials will be asked to tell IPEC what changes are being implemented due to the content of the CCSSE report. These will be inserted into accreditation documents as needed.

Next Meeting: October 28, 3 p.m., H-2