

Consultation Council/Strategic Planning Committee Minutes
September 2, 2011

Present

Colleen Baker (Div Chair-faculty)	Shawn Hubbard (ASB)
Shelly Baxter (management)	Sue Mouck (Accreditation Liaison -faculty)
Sandy Beckwith (Lead Counselor – faculty)	Ross Stevenson (Div Chair-faculty)
Carie Camacho (Div Chair -faculty)	Bill Studt (Interim President)
Kayleigh Carabajal (Dean of Academic Services)	Cary Templeton (Dean of Student Services)
Marshel Couso (management)	

Absent

Cheryl Aschenbach (AS/Div Chair-faculty)	Jeff Lang (classified)
Terry Bartley (management)	Logan Merchant (Chair/IT Planning)
Dave Clausen (Dean of Admin Services)	Carol Montgomery (classified)
Phil Horner (classified)	Eric Rulofson (Chair/ Facilities Planning)

Guests

None

With a quorum present, the meeting began at 1:00 pm.

Consultation Council:

1. Review of September 13, 2011 Governing Board Agenda (Information)

Mr. Studt asked if there were any question concerning the board agenda and there were none.

2. Issues from Spring 2011 Accreditation Survey Report to be Addressed (Consultation) -

The committee initiated a systematic review of each question on the faculty and staff survey. After a complete review during which some the questions were ranked as needing institutional attention, others as needing to be rewritten or clarified and others as acceptable levels of positive responses, it was decided to utilize the survey as a pilot effort with a small sample. The group questioned the validity of the survey results for several reasons:

- The very low participation on the survey (a total of 50 individuals).
- Many questions were phrased to request qualitative information and only allowed for quantitative responses.
- Many questions contained multiple parts making the meaning of the responses unclear.
- Many questions did not provide an opportunity for identifying the specific issue, which generated the positive or negative response.

The group decided that the best mechanism to increase participation would be to conduct the survey during Convocation. Scheduling the survey Convocation means that the Spring 2012 Convocation survey will provide the baseline and there will be only one survey for comparison in the accreditation self-study conducted at Spring 2013 Convocation. The group further decided that the accreditation self-study surveys would be separated from the institutional planning and shared governance evaluation surveys conducted in May. Last spring, the two surveys were combined in order to reduce the number of surveys that individuals were asked to complete. Additionally, the group decided to rewrite the survey questions to make them more quantitative and to conduct follow-up Focus Groups to address the qualitative questions. Dr. Carabajal will draft a preliminary questionnaire to be reviewed by Consultation Council prior to the end of the fall semester.

Despite the concerns about the validity of the survey results several issues emerged as needing institutional attention.

1. Unfamiliarity with and lack of confidence in the budget development process.
2. The need for improved technology with training in the use of that technology.
3. The need for more professional development..
4. The need for clearer policies and procedures.
5. The need for job descriptions that accurately reflect duties, and responsibilities.

6. The need for more open communication

The survey also indicated several strong positive statements about the institution.

1. Everyone on campus is familiar with the mission of the college.
2. The majority indicated that on-going dialog about student learning and institutional effectiveness is occurring.
3. The majority indicated satisfaction with the Comprehensive Institutional Master Plan as the appropriate vehicle for institutional planning.

3. Personnel Update (Information) – Administration

A variety of selection committees are meeting as the hiring of positions move forward.

Strategic Planning:

None

Other:

Ross Stevenson inquired if there was not a way to make the entrance to the campus more welcoming. The numerous signs adjacent to the stop sign at the entrance send a very unwelcoming message. The information of the signs is undoubtedly required, but can the legal requirements be met in a less obtrusive way. It was also suggested that a more inviting use of the marquee at the entrance could be made.

Information:

Convocation – Tuesday, September 6, 2011

The meeting adjourned at 1:55 pm

Future Agendas:

1. **Chapter 3 Board Policies – General Institution (Governance)- September 9, 2011-Dr. Kayleigh Carabajal**
2. **Report on 2010-2011 Work Study Program – September 9, 2011 – Cary Templeton**
3. **Revised KPI's for 2011-2012 (Consultation) --- Dr. Kayleigh Carabajal**
4. **Adoption of Institutional Planning and Budget Development Handbook (Consultation) – September 16, 2011- Cheryl Aschenbach**
5. **Information Technology NIPR (Information) – September 23, 2011– Dr. Kayleigh Carabajal**
6. **Contract Education NIPR (Information) – September 23, 2011– Dr. Kayleigh Carabajal**
7. **Administrative Services (Duplicating, Purchasing, Logistics, Fiscal Services) NIPR (Information) – September 30, 2011– Dave Clausen**
8. **Instructional Services (Learning Center) NIPR (Information) – October 7, 2011**
9. **Social Science IPR (Information) – September 2011– Cheryl Aschenbach**
10. **Fire Technology IPR (Information) – September 2011– Cheryl Aschenbach**
11. **Gunsmithing IPR (Information) – September 2011– Cheryl Aschenbach**
12. **Journalism IPR (Information) – September 2011– Cheryl Aschenbach**
13. **Vocational Nursing IPR (Information) – September 2011– Cheryl Aschenbach**
14. **Welding Technology IPR (Information) – September 2011– Cheryl Aschenbach**
15. **Review of October 11, 2011 Governing Board Agenda (Information) – September 30, 2011- Bill Studt**
16. **Selection and Hiring Manual – September 2011**