I. Call to Order and Minutes
Because of Rebecca’s absence, Fran agreed to chair today’s meeting. The meeting was called to order at 1:40 p.m. and the minutes of January 25, 2010 approved.

II. Linking Planning and Budgeting
Since the committee last met, the college vice presidents have met to prioritize identified needs from each division, according to the Planning/Budget timeline. The priorities now go to the Budget Committee for its review, discussion and recommendations.

Adrienne asked whether the diagram on Linking Planning and Budgeting has been posted. Fran will check on this.

III. Student Services Strategic Plan Update
Betsy presented the PowerPoint presentation on the Fall 2009 update to the Student Services Strategic Plan, accompanied by handouts of the updated plan. The plan spans four years, from 2007 to 2011 and charts the direction of Student Services. This update occurs midway between these dates and is intended to help account for and add more detail to the original plan and its goals, both short-term and long-term. Through a series of meetings, the Student Services Division has arrived at a “unanimous decision that, to meet the needs of our current and future students, there are six areas that need our attention: 1) seamless enrollment processes 2) reduction of undeclared majors 3) reduction of students on academic probation 4) increased graduation rates and transfers to our four-year institutions 5) remediation for academic underpreparedness/pre-collegiate students and 6) increase awareness and utilization of student services programs – all of which significantly impact student outcomes.

The updated plan specifies each strategy, along with the responsible agent/department and an attainment date. In answer to a question about how
particular percentages were determined, as in “Reduce the number of students on probation by 3% each year,” Betsy explained that, in the absence of a baseline measure, the division looked at changes in the data in the short term and determined what would be a reasonable level of improvement for the time specified. Additional data, once gathered, will then be assessed to see if the percentage needs to be adjusted. Other factors considered include recognizing that the college has no career development office at present. Getting more students to identify career interests and goals is one strategy to be implemented.

Program reviews results from 2008 as well as current budget information were used to argue for positions and in some cases indicated a need to reconsider prevailing business practices. Assessments such as these, in addition to the results of user satisfaction surveys have helped improve the response rate to within 48 hours, for example, or the increase from 5 to 10 self-service computer stations in the admissions/counseling area. The update also makes a distinction between ASO and student activities, a further refinement.

The report also includes a Summary of Activities in Fall 2007 through Spring 2009 to address the stated goals. The final section of the report contains data on students, for example, the total number of students with BOGG Waivers and students with Pell Grants; students who have used health services, the numbers of students inquiring about financial aid, etc.

The committee commended Betsy and Student Services for the update on the plan and for the quality of the report made.

IV. Program Review Update
Fran shared copies of the minutes of the most recent Program Review Committee meeting. In addition, she reported that the Committee had reviewed questions from the bank of questions available to individual colleges for the online program review being developed in collaboration with the District IT Dept.

At this point, she also shared with the committee the Vision, Mission and Values statements the resulted from the work begun at the Leadership Retreat in November with 103 participants and followed up in January at two retreats. A editing group met on February 10 to develop what will now go to the Accreditation Steering Committee meeting scheduled for Thursday, February 25th at 2:30 pm, 4th floor of the library.

V. ARCC Data. The committee was shown where to find the ARCC Data, posted at the Office of Research and Planning webpage.

The meeting adjourned at 3:00 p.m.
Next meeting: Monday, March 22, 2010 at 1:30 pm in Winlock.