

**Strategic Planning Committee
Meeting Minutes**

Date: Thursday, August 10, 2023
Time: 1:00 pm
Location: Heritage Room
Facilitators: Dr. Chris Barr

In Attendance: Dr. Rice, Director Murphy, Division Chair Boots
Dr. Weiss, Division Chair Fitzgerald, Dr. Burford,
Assoc. Dean Cox, Division Chair Cummins, Exec. Dean Hite, Kimberly Hambleton,

Absent: Student Representative

Handouts: Agenda, General Timeline for Regular Planning and Reporting 2023-2027, 2023 SIC
Benchmarks Snapshot

General Purpose for Meeting:

Back to School Meeting for the Start of the Spring Semester. Updates on status of plan and review of Benchmarks & Dashboards.

Meeting Notes/Tasks Accomplished:

Dr. Barr - Welcomed everyone back.

President's Message

Dr. Rice - Loves the progress that has been made and ready to keep things rolling. Expressed an emphasis on delegation to continue to get things accomplished.

Dr. Barr - Agreed

Area, Sub-Committee Updates

Dr. Barr - IRB has no requests at this time. No change in committee members and believes the student member will remain the same as well.

2023-2027 Strategic Plan

Dr. Barr - Strategic Plan is in the operational phase and will be over the next 4 years. Very pleased with the use of Jotform for developing the Operational Plan. There are over 140 submissions to date. The Operational Plan is located on Intrinsic. Any additions can be emailed to Kimberly Hambleton to add. Or if added by committee members, do so at the bottom of the spreadsheet and alert Kimberly of the submission.

Updates/results to the current Operational Plan will need to be added and will be due in April or May 2024. Work on the 2024/2025 Operational Plan will begin in April of 2024 to continue to align with the college's fiscal year.

Dr. Weiss - Suggested a reminder be sent to continue working on tracking results for what has been submitted.

Dr. Barr - Will send out a reminder as well as reviewing to see what, if anything, is missing.

Action for Meeting

Dr. Barr - Calendar Handout – This is the 1st year in regular planning. The calendar follows that.

Meeting Date – Discussion in setting the next meeting date for Friday, November 3rd, at 8:30 in the Heritage Room.

Benchmarks Handout – Benchmarks was updated in March. Made note of the new value that begins in 2019. This is pre-Covid. Benchmarks can be found online. It is located on the college website under Institutional Research. This is a great quick reference tool with interactive dashboards.

Dr. Rice - Noted the benchmarks show the college is making progress with enrollment being up. Questioned the drop in student satisfaction. Was this due to Covid?

Dr. Barr - Confirmed the drop was due to Covid. Also, respondents dropped dramatically. Suggested possibly keeping the survey up for an extended period of time.

Dr. Burford - Thought the use of incentives might be helpful in increasing participation.

Dr. Barr - Agreed. A larger student survey will be occurring this Fall requested from a grant. It will require a specific number of respondents.

Dashboards – Recognized the efforts of Damon Whitt is creating dashboards using the Tableau software. These provide a great visualization of the data. As soon as AI is submitted, it will update. Daily Enrollment Reports are also available.

Dr. Rice - Emphasized Dashboards are a great resource and the importance of utilizing this information.

Dr. Weiss - This will be a great resource to help with HLC and the Assurance Review as well as Program Review.

Meeting was adjourned at 12:55 pm.

Challenges and Assignments:

Updates/results to the current Operational Plan will need to be added and will be due in April or May 2024.

Next Meeting Friday, November 3, at 8:30 am in the Heritage Room

Submitted by: Kimberly Hambleton