

COLLEGE PLANNING COUNCIL

MINUTES

September 28, 2006

East Campus, 3-113

Council Members Present: Karen Blondeau, Danielle Boileau, Tom Byrnes, Suzette Dohany, Ray Enger, Fitzroy Farquharson, Jean Marie Fuhrman, Keith Houck, Susan Kelley, Michele McArdle, Lana Powell, Darlene Powers, Shawn Robinson, Jovan Trpovski, Linda Vance, Kaye Walter, Rose Watson

Council Members Absent: Ruth Prather, Joyce Romano, Bill White

Council Staff Present: Fiona Baxter, Rhonda Glover, Thomas Greene, Sonya Joseph, Helene Loiselle, Rita Moore, Pedro Rivera, David Rogers

Guests Present: Myrna Villanueva, ACE Fellow

I. Welcome and Introductions

Co-chair Fitzroy Farquharson convened the meeting. It was noted that a new member, Danielle Boileau, is replacing Fiona Baxter as Professional Staff Representative. Also, a guest, Myrna Villanueva, was welcomed. Myrna is an ACE fellow working in Academic Affairs.

II. Action Item: Minutes of July 27, 2006, Meeting

Co-chair Susan Kelley presented the minutes of the July 27, 2006 meeting.

Action: The Council approved by consensus the Minutes of the July 27, 2006, meeting.

III. Report: Orientation Plans for New Council Members

David Rogers distributed a draft Governing Council Handbook and asked for feedback. He noted that the booklet contains information about the four governing councils and might be used as a reference in lieu of having an Orientation Meeting for new members, given scheduling difficulties. Susan Kelley noted that, given that a meeting will not be held for all new Council members combined, she and Fitzroy Farquharson would contact new Council members to determine if they would like to have one-on-one meetings to learn more about the College Planning Council or to address any questions that each may have that are not answered in the Handbook.

Fiona Baxter indicated that she will include the Handbook in new employee orientation.

IV. Report: Budget and Financial Advisory Group (BFAG)

David Rogers distributed the 2006-2007 Meeting Schedule for the Budget and Financial Advisory Group. The schedule includes the areas of focus for each meeting. Regarding the Strategic Budget Initiatives, he noted that the Council is provided with a mid-year progress report and a final report on each funded initiative. In addition, the BFAG is working on an evaluation process for each project, which will be provided to the Council for its review and action.

V. Report: Strategic Planning Committee and Task Force Formation

Susan Kelley reported that the President has appointed the College Planning Committee, which will meet for the first time on September 29, 2006. She also reported on the membership and meeting schedules for the first four Strategic Planning Task Forces, thanking the Council members for their assistance in recruiting task force volunteers. She noted that Council members are needed to serve as liaisons between the Council and each Task Force. Members were invited to volunteer, and Susan noted that she will be personally contacting members on the task forces to ask them to consider serving in this liaison role.

The Data and Situational/Needs Analysis Task Force and the Vision, Values and Mission Task Force have held first meetings and the minutes are attached, along with an Excel list of the data being gathered by the Data Task Force and the draft questions being used in data analysis.

Action Item: The Council approved by consensus the draft Data Analysis Questions.

VI. Learning Activity: Situational Analysis

With a principal planning activity for Fall 2006 focused on creating a situational analysis for Valencia, Fitzroy Farquharson presented a learning activity in which the Council members discussed situational analyses prepared by other colleges. The aim was to gain a greater understanding of how analyses have been conducted at other colleges and how the written reports have been structured. The members broke into three groups to conduct a SWOT (strengths, weaknesses, opportunities and threats) analysis. The flip chart notes from this mock analysis are attached.

David Rogers noted that CPC members may be asked to volunteer to facilitate a similar activity on Learning Day, October 31, 2006.

VII. Report: Developing a Council Learning Agenda

Fitzroy shared the recommendations of the Learning Agenda task force, and Council members' comments and recommendations were invited.

Action Item: The Council approved by consensus proposed learning activities for upcoming meetings as proposed by Fitzroy Farquharson on behalf of the Learning Agenda Task Force.

It was agreed that at the October meeting, the Council will take part in a situational analysis based on input from the Situational/Needs Analysis Task Force.

It was further agreed that on December 7, the Council will discuss the book *Execution: The Discipline of Getting Things Done*, by Larry Bossidy and Ram Charan. Copies will be sent to all Council members via inter-office mail.

VIII. Report: Annotated Schedule of Meetings for 2006-07

Susan Kelley shared a draft annotated schedule of Council meetings for 2006-07, with expected agenda items noted for each meeting. The co-chairs will adjust the schedule as monthly agendas are developed to ensure that the work of the Council proceeds in a timely way.

Action Item: The Council approved the attached annotated schedule of Council meetings for 2006-07.

IX. Next Meeting Date and Time:

Fitzroy Farquharson announced that the next Council meeting is scheduled for October 26, 2006, at the Winter Park Campus in Room 221.

FLIP CHART NOTES FROM SITUATIONAL ANALYSIS LEARNING ACTIVITY AT THE 09/28/06 COLLEGE PLANNING COUNCIL MEETING

A small group analyzed the data and focused on the Opportunities/Threats:

<u>THREATS</u>	<u>OPPORTUNITIES</u>
Less (state) funding	Growing demand (Baby Boomers)
Proprietary schools (for profit)	Potential faculty
Other non-profit incursions	Continuing education opportunities
Lack of readiness in high school graduates	Partnerships
Rising cost of tuition	Four-year 2+2 opportunities
Reduced federal grant funding (shrinking between CCs and Univ./Bright Futures)	Nursing and Education career positions
Cost of nursing – rising cost of facilities	Technology: classes without walls, broaden audience
	International

A second group focused on the **weaknesses**:

- No deferred maintenance
- Not completing common course outlines so course outcomes will be obvious
- No evidence that graduates can do what we think they can do
- Don't have global access for on-line courses
- No quality standard, as yet, for on-line courses
- Targeted with student success to promote lifelong learning
- Multiple textbooks creates greater costs for our students
- Better recruitment for technical occupations – Nursing
- Placement after graduation
- More internships
- No time for professional development and alignment with high school teachers' curriculum
- Shortage of staff (registration period)

A third group focused on the **strengths**:

- Shared governance
 - + pull diverse ideas
 - + buy-in constituents
 - + promotes teamwork
- Innovation
- High quality staff at all levels
- Conscientious – include student P.O.V. (quality/quantity)
- Physical plant
- Multi-campus system
- Wide variety of programs/services attract students and meet community needs
- Division of programs (i.e., engineering)
- Development resources: Atlas tools, Academic Support Labs., Faculty Resources.
- Really focus on learning