President’s Task Force on Planning Improvement – November 14, 2008

Participants: Dr. Gari Browning, Bob Bradshaw, Jon Degallier, Deb Parziale, Rachel Sherman, Leta Stagnaro, Ron Quinta, Chris Warden, Jim Wright

November 5, 2008 Meeting Notes: Reviewed and accepted with addition of Jon Degallier as a participant

Annual Planning:

- **Glossary of Planning Terminology:** Significant discussion on the meaning of each word as well as implications for implementation in the Annual Planning Cycle and the CurricUNET Program Review module.
  - Resources: Human, technology, equipment, facility, and fiscal requirements for achieving college and program objectives.
    - Dialog: given the current fiscal climate in the country and state and its effects on our college we may need to ask managers and faculty to have a three tier approach for analyzing resource allocations/requests.
      - Possible cuts a program could sustain and still be effective in completing its mission and promoting student success.
      - Program improvements that could be made without the need of additional funds. Programs and departments would analyze how current resources are being utilized and find ways to be more effective and efficient in resource use.
      - If money was not object, resource requests needed for program improvement(s) would be listed. Prioritization of resources would be made by the College Council and based on how it would further the college goals.
  - Draft Glossary of Planning Terminology – Attached

- **Program Improvement Objectives:**
  - Online Survey Monkey form revised based on dialog during November 5, 2008 meeting and redistributed. Revised Program Improvement Objectives entered by participants.
  - Jon Degallier’s Computer Science students are working on a class project that will duplicate the Survey Monkey form using an online data base format for easier editing and sorting of results from the 88 programs. This program will be available for use in January. This program is an interim step while the CurricUNET Program Review Module is in development.
  - Time Line:
    - November 2008: results from second Survey Monkey form reviewed

January 23 2009: President’s speech to all campus employees - provides direction to the campus community.

January 23, 2009: Instructional Departments meet and work as groups to determine a Program Improvement Objective for each area.

February 1, 2009: New survey tool is completed by all Programs and Services in Instructional, Student Development and Administrative Services areas

**Next Planning Task Force Meeting:** *Tuesday November 25, 2008, 1:00pm – 3:00 pm, Room 1407*

- Agenda: Operational/Annual Prioritization Process. Review handout distributed by Dr. Browning and be prepared to discuss this plan.