



## College Council Meeting Minutes

Monday, February 26, 2018 (I-202)

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**In attendance:** Michelle Campbell, Sarah Zugschwerdt, Neal Parker, Jichul Kim, Jake Jackson, Lesley Hogan, Stefanie McIrvin, Eduardo Rodriguez, Cheryl Stover

**Absent:** Kevin McCarthy, Angel Reyna, Jeff Pulliam, Warren Takata, Marta Burnet, Marsha Dubuk, Sheila May-Farley, Alma Meza, Katherine Hedland Hansen, J.R. Hudspeth

### Review and approval of January minutes

- Motion made by: Neal Parker
- Seconded by: Jake Jackson
- Abstained: Lesley Hogan
- Minutes approved by the council.

### Review of mid-year unit plan updates

- Neal provided an update to where we are with unit planning and the mid-year updates this year. Unit plan managers have made a concerted effort to consider the outcomes of their activities. Most people are using the SMART approach to unit planning. The quality of the plans has increased.
- Jichul stated that several unit plan updates talked about challenges, lessons learned, and actions needed to be taken before the end of the year. IR is now looking to link the unit plan update information to our strategic goals outlined in our strategic plan.

### Update on monitoring report and scorecard

- Michelle provided an updated timeline for completion and presentation of the monitoring report. The monitoring report will be sectioned according to our four strategic goals and strategic objectives. Proposed targets for retention, transition, and completion will also be included in the report. These targets will then allow the college to focus efforts over the next five years.
- Monitoring report draft – May 1
- Report sent to College Council – May 11
- Strategic indicators scored at College Council – May 21
- Report finalized – May 25
- Report shared with campus and board of trustees – June 13

### Surveys update

- Employee satisfaction survey – launched today and will remain open for three weeks (closes on Monday, March 19).
- Employee engagement survey results – 133 people responded to the survey.

- CCSSE – RTC will administer this survey in winter/spring 2019.
- Spring surveys – these include: advisory committee survey, community engagement survey, and the technology usage survey. These surveys will be administered no later than the second week of April.
- Michelle will update the survey timeline per feedback from the council.
- Stefanie asked what the advisory committee survey data is used for other than program review. Neal stated that he didn't know of anything else at this time. Neal also asked for suggestions on how to get a better response rate from advisory committee members.

### **Guided pathways update**

- Michelle provided an update on the guided pathways questions and response summary from the all-college meeting, as well as the status of the scale of adoption assessment tool, which is due Wednesday, February 28.
- There was much talk about guided pathways and the all-college meeting discussion. Several recommendations were proposed by council members. Sarah indicated the need for more training to effectively advise CCP students on the next step in their educational plan.
- Eduardo talked about work that was done at the state level with regard to linking pathways to capital and facilities work on campus. Eduardo will forward the power point to Michelle and she will share this with council members.
- Warren stated that at his table during the all-college meeting people wanted sample templates and models of programs that are doing this work well so that faculty have a starting point for beginning this work.

### **College Council 2017-18 Goals**

- Monitor the strategic plan implementation process
- Increase the communication and transparency of college governance across campus
- Monitor progress towards preparation for next year seven accreditation visit

Future Meetings: Meetings will occur on the third Monday of every month from 2:30-4:00 p.m. in I-202, unless otherwise stated. Meeting schedule is as follows:

- March 19 (Cancelled)
- April 23
- May 21
- June 18

**NOTE:** All meetings for the 2017-18 academic year are listed on the College Council calendar in SharePoint as well as on the College Council webpage located here:

<http://www.rtc.edu/governance-meetings>