Title: Chancellor’s Policy, Planning, and Assessment Council (PPAC) Plus

Place: Iliahi 123, ABC

Time: 2:30 p.m. to 4:30 p.m.

Date: March 5, 2013

Members and Guests: *Accompanying Signature Documents

1. Welcome
   Chancellor Richards welcomed the PPAC members, Accreditation Self-Study Steering Committee, Committee Chairs and members. He congratulated them for KCC’s re-accreditation and thanked them for their hard work and assistance.

2. Accreditation Follow-up and October Visit
   Bob Franco talked about specific recommendations, the related work that has to be done, the importance of showing reasonable and systematic progress, and preparation for the visiting team follow-up visit. Franco prepared and distributed a handout (Attch. A). The discussion covered:

   **Budgeting and Planning**
   - Budgeting and planning to program review – an example is the January memo
   - Integrated planning and budgeting – institutional planning matrix
   - Budget tied into the planning and assessment process - PPAC members said it was not at the time. Deans need to go back and say how decisions are made about budget allocations.

   **Effective Communication**
   - KCC needs to have a technology plan ready by fall 2013
   - Campus technology planning must be coordinated with UHCCs
   - Comprehensive Program Reviews should include technology in the tactical action planning section and learning assessment.

   **Policy, Planning, Assessment Council (PPAC)**
   - A sub-committee of the PPAC could come up with recommendations about the role of the PPAC in doing the following – review, assessment, planning

   **Assessment**
   - *The cycle of competency assessment needs to be completed.*
   - All faculty members and lecturers need to be involved in course assessment.
   - *Fill Vacant Positions and Improve Processes*
     Need to involve and consult with content experts
3. Draft Schedule
Salvatore Lanzilotti distributed a draft schedule that outlined the tasks that need to be done and by when. There is a lot that has to be done in a relatively short period of time.

*Memeber felt that the college should have one plan and they agreed that the PPAC should be the forum for drafting a plan. Therefore, the meeting was devoted to coming up with a preliminary plan.*

Some core elements were identified:
- Focus resources on areas that need help.
- **PPAC identified a gap – a General Ed discussion is needed.**
- Identify which courses in Arts and Sciences are missing.
- Dept. Chairs know which courses have not been done.
  - Between now and the end of the semester, faculty who have not done any outcome assessments need to do at least one.
- Take out courses that are inactive, dormant
  - There are two sets - inactivated courses and courses that have not been offered.
- **For any course that has been offered since 2011, a minimum of one competency will be assessed by May 2013.**
- **For every course that is offered, a minimum of one competency will be assessed every year.**
- **All course competencies will be assessed every five years.**
- Number of competencies divided by five = how many outcomes to assess every year.
- **For assessment, a rolling schedule will be followed, i.e. October 2013 and three years back; March and three years back. An annual report has to be submitted in March using a percentage. A report must also be submitted in October. The denominator needs to be the same in both cases.**
- **Student Services should evaluate one outcome every year and all outcomes every five years.**
- **Develop a process and faculty senate will review it**

For questions, contact:
- Department Chair
- Learning assessment - VCs Louise P. and Mona L.
- Technology plan – Mary H.to Louise P.
- Filling vacant positions and budgeting process – VC Milton H. and Eileen T.
- Planning, budgeting – Leon R., Bob F., Advisory groups

Communication

VP John M. will follow up with Barbara Reno about the report format and October visit. All UHCC campuses will be visited.