

PLANNING AND POLICY COMMITTEE
Seibert Conference Room
Belleville Campus
November 12, 2013
5:00 p.m.

Committee members present:	Kenneth R. Joseph, Chairman Robert G. Morton
Committee member absent:	Nick J. Mance
Trustee present:	Richard Roehrkasse
Administrators present:	Georgia Costello, Ph.D. Clay Baitman Mark Eichenlaub, Ed.D. Mike Fleming Jim Riha, Ph.D. Bernie Ysursa

CALL TO ORDER

Mr. Joseph called the meeting to order at 6:15 p.m. and announced a quorum.

APPROVAL OF MINUTES

Mr. Morton moved, seconded by Mr. Joseph, to approve the minutes of the October 7, 2013 meeting as submitted. The motion carried.

STRATEGIC PLAN/AQIP PROCESS REPORT

Vice Presidents Baitman and Fleming provided the following reports:

Environmental Scanning

The Strategic Planning group met October 29 with plans to convene twice monthly.

ICCB Economic Impact Study

Mr. Fleming attended the first meeting of the ICCB Economic Impact Study Advisory Committee on October 7 in Springfield, Illinois. Committee members were asked to provide input regarding measurement/analysis; economic development; and final report components. SWIC-specific recommendations developed by the Strategic Planning group are:

How was the 2007 Economic Impact Study used?

What are some improvements that can be made over the 2007 study?

What are some economic and/or workforce development topics you would like to see in the current study?

AQIP

The three Action Projects are moving forward and are on schedule.

Enhanced Student Retention

The college received the HLC review of the Action Project Annual Report. Comments were positive regarding the progress and direction of the action project. The five subcommittees are working to clarify specific issues and barriers concerning enrollment and retention processes.

Infrastructure

Institutional Intelligence Sub-Committee: Began the conversion of the Institutional Data Request form to an electronic format to ensure effective data collection and storage.

Data Management Sub-Committee: Currently interviewing departments on accuracy of system and reporting tools that have been created, as well as efficient and inefficient knowledge management practices. Created a post-interview tool that is being sent to interviewees, allowing them to provide additional feedback.

Mobility Sub-Committee: Student survey was completed and analysis has begun. 760 students responded. Final analysis of all three survey results will be completed in October and work will begin on the development of the final report of the sub-committee.

Communication

The Annual Update for this project was submitted in September. Based on the suggestions provided, the committee is extending the completion date for the project to November 2014.

FIRST READING OF PROPOSED AMENDMENT TO BOARD POLICY 5003, CURRICULUM DEVELOPMENT

Vice President Baitman requested first reading of proposed amendment to Board Policy 5003, Curriculum Development. This change, regarding credit hour calculation as it applies to seat time and course objectives, is proposed to meet requirements established by the Department of Education and the Higher Learning Commission. The proposed amendment was approved by the Curriculum Committee at its November 1, 2013 meeting.

Mr. Morton moved, seconded by Mr. Joseph, to recommend the Board of Trustees approve first reading of proposed amendment to Board Policy 5003, Curriculum Development. The motion carried. (This item will appear on the consent agenda).

ADOPTION OF PROPOSED AMENDMENTS TO ADMINISTRATIVE PROCEDURE 5011AP, CREDIT COURSE ENROLLMENT

At its October 2013 the Board of Trustees approved first reading of the proposed amendments. These amendments were then announced to the college community for review and comment. The only comments received were suggestions regarding grammatical changes.

Mr. Morton moved, seconded by Mr. Joseph, to recommend the Board of Trustees adopt the proposed amendments to Administrative Procedure 5011AP, Credit Course Enrollment. The motion carried. (This item will appear on the consent agenda.)

Administration is not recommending second reading (adoption) of the proposed amendment to Administrative Procedure 4004AP, Residency, in the hope the state legislature will amend that portion

of the law that pertains to community colleges; we want to be on a level playing field with public universities.

INFORMATION TECHNOLOGY PROJECTS REPORT

Dr. Riha highlighted the following activities from his monthly report:

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| Complete: | ARMS Public Safety system upgrade; fully integrated with card readers |
| | Automated password change for employees |
| | New look and feel of Schmidt Art Center site (received lots of positive comments) |
| Network Services: | Installed new Juniper SRX240H Firewall |
| | Added 30MB internet bandwidth and identified and corrected AT&T misconfiguration at the Belleville Campus |

NEXT SCHEDULED MEETING

The next scheduled meeting of the Planning and Policy Committee is Monday, December 9, 2013 at 5:00 p.m. in the Seibert Conference Room at the Belleville Campus.

ADJOURNMENT

Mr. Morton moved, seconded by Mr. Joseph, to adjourn the meeting at 6:24 p.m. The motion carried.

Respectfully submitted,

Beverly J. Fiss
Secretary to the Board of Trustees