Meeting Summary
Summer 2011 – Tactical Plan Meetings

June 28, 2011

Outreach Plan and Career/Transfer Center: The co-chairs met with the Bethany Azevedo regarding the Outreach Plan and the Career/Transfer Center. Reports created after events such as cool night and college career fairs will be uploaded to Bethany’s SharePoint site and linked in the Tactical Plan. Bethany has obtained data from various sources including numbers of students completing Reg-to-Go and college applications and had been working with Tim Garner. Ryan reported that the last survey regarding assessment test validity were in October 2008 and the results were above 80%. Results were close between students and instructor regarding being accurately placed into the class. There will be a meeting with the high schools on October 19, 2011.

Business Division: Brent Calvin will update the Business Division Tactical Plan to reflect the idea of Entrepreneurial center. In the Fall, the committee will get in contact with Janell Spencer regarding the work she has done with her internship program. Objective VIB9 has been reassigned to Louann Waldner.

Technology Plan: Tim Hollabaugh discussed his concerns regarding the process in establishing a workflow. Tactical Plan report has been drafted and uploaded to the Technology Committee’s website in SharePoint.

Disability Resource Center: The measurable outcome will be changed to show, “DRC will evaluate the needs of students with disabilities to ensure the materials provided to them are accessible.” Reports dating back 6 years will be uploaded to the DRC SharePoint site and linked to the Tactical Plan. David Maciel expressed that objective IC4 needs to be reassigned to the Facilities and Safety Committee.

Faculty and Staff Diversity Plan: COS previously offered “Preventing Employment Discrimination” training with an outside source. John Bratsch suggested offering Safe Zone Training that will be mandatory for managers to complete and then offer the training campus wide as an option.

Marketing & Communication Plan and PIO: The PIO office has been working with the webmaster, Dustin Schieler to update the website. The new portal launch date is September 1, 2011 and they are on target with this date. It had been advertised that the new site would launch in Spring 2012. Objectives IVA-7 and VIC-5 will need an administrative procedure drafted. The following changes were made:

- VIB-4: Reassigned to Louann Waldner
- IVA-1: Modify measurable outcome: Biannual surveys to COS advisory committees show a positive image of COS’ transparent and accountable.
- IVA-7: Broaden objective to include “college approved social networking sites including, but not limited to Facebook, Twitter, text messages, etc” to the objective.
- IVB-1: Reassigned to Administrative Services
- IVC-2: Modify objective: Establish a workflow to ensure website is up to date and thorough.
VIC-6: Institution wide survey will need to be completed. The update to the Tactical Plan will be uploaded by Kevin McCusker by the end of the day.

Emergency Response Plan: The Purple tree system is in place.

Energy Conservation Plan: Eric Mittlestead is currently working on the Facilities Plan.

Facilities Plan: There are no national standards for objective IC-1 and IC-3. The measurable outcome had been modified to “city” standards. David Maciel expressed that objective IC-4 needs to be reassigned to the Facilities and Safety Committee. Bob Masterson assigned the objective IC-4 to David Maciel. Eric Mittlestead is currently working on the Facilities Plan.

Food Services: Joe Roque has surveys dating back 5 years. Food choices offered are based on student surveys done at the beginning of the year. In August 2011, Joe will begin a new survey of the students. Previous surveys need to be scanned and uploaded to SharePoint.

Articulation and Tech Prep: Jaynie advised that there is no longer Tech Prep and suggested renaming her position as “Career Education Consortium Coordinator.” Jaynie will draft a summary report of what has currently been done. A site for Jaynie will be created in SharePoint for her reports to be uploaded and linked to the Tactical Plan. Measurable outcome has been modified to “Increase success rate of students taking articulated high school courses.”

Wednesday, June 29, 2011

VTEA Plan: Larry Dutto
The objective IIB2’s measurable outcome has been modified replacing “Enrollment” with “Success rate.” Objective VIC4 has been reassigned to Louann Waldner. Larry discussed developing a database/repository with the Public Information Office to house information of presenters. Jannell Spencer will be contacted in the Fall to discuss objective VIC-3.

Learning Resource Center: Kathie Lewis has already completed several surveys. Kathie will work with Ryan Barry-Souza to organize the information obtained from the surveys.

Student Services (Customer Services): Customer service committee changing their focus to student support, empowerment, validity and learning to work with students in different situations. The committee has proposed changing their name to GPS (Giant Personnel Services) – with a goal to assist students to navigate the roadmap to how to get around the institution and access the services needed. Committee would like to focus more on students and not the entire community. Tactical Plan will need to be updated.

Basic Skills Plan: Adrienne Duarte has been updating the Tactical Plan as the information becomes available. The objectives of the Tactical Plan have been split and assigned to ELI members. Objectives IIIC-4 and IIC-7 have been reassigned to Title V (Sonia Jeffery and Adrienne Duarte). Objective IIIC-5 has been assigned to Stephanie Collier who is currently working on updating the Tactical Plan. Links will be created in the Tactical Plan that will link to ELI meeting minutes as they are available.

Tuesday, July 12, 2011

Tutorial Center and Math Lab: Sandy Williams advised that online tutoring is scheduled to lunch by the end of August 2011. Sandy has met with an outside resource TA3P (The Anytime Academic Assistant Program). A follow up meeting between Duncan and Sandy will be set up to discuss this in further detail. Tactical Plan will be updated.

College Council By Laws: Objectives have been reassigned to Duncan Graham & Frances Gusman. A meeting with Elaine Webb will need to be set up to discuss creating an Administrative Procedure.
Cabinet: Objective IB-1 needs to be co-assigned with Student Services (Customer Service - Tamara Ravalin). Data needs to be establish to see if the current extended hours at the beginning of each semester is sufficient. Baseline data to include exclusive weekend students (exclude FLEX) is needed. Objective IB-5 has been reassigned to the Bookstore (Dorianna Mendietta). Dorianna will need to be contacted. Objective IIA-4 has been reassigned to Instructional Council. Duncan will bring this objective to the next Instructional Council meeting. Information is needed to establish how these programs are currently being funded.

Student Equity Plan: Frances has been updating the Strategic Plan. A summary of the updates can be seen here: See Strategic Plan Update 5-3-2011

Wednesday, July 20, 2011

Student Services (Student Activities): Debbie Douglass will hold a retreat for her students in July to plan events for the year. Duncan Graham suggested bringing the objective up with the students to think of more ideas to raise awareness and incorporate their ideas into the Tactical Plan.

Tuesday, July 26, 2011

Curriculum Committee: Objective VC6 has been reassigned to DECOS Committee (Deborah Nolan). Objective IVC8 is completed and Joni Jordan will fill in Tactical Plan. Objective VIC1 will be looked into further. This objective may have been completed at one of the Curriculum meetings in Fall 2010. The Tactical Plan has been updated.