

**Meeting of the Planning Sub-Committee
of the Administrative Cabinet**

March 26, 2008

A G E N D A

1. Mission Statement
2. End-of-the-Year Reports
 - Unit Plans
 - 2005-2006
 - 2006-2007
 - 2007-2008
3. Student Learning Outcomes
 - General Education
 - Educational Programs
4. Compliance Certification Document
 - Team Reports
 - Concerns
5. Quality Enhancement Plan
6. Training
 - Blackboard
 - Weave
7. Administrative Retreat
8. Other items

Minutes of the Meeting of the Planning Sub-Committee
of the Administrative Cabinet
March 26, 2008

Members Present: Dr. Cynthia Anthony, Dr. Sherri Davis, Dr. Randy Glaze, Dr. Charles Murray

The agenda was approved as printed.

The Committee was reminded that its official title is the Institutional Planning and Accountability Committee.

A discussion was held about the Mission Statement. The Committee agreed that the statement is relevant but suggested minor changes. These changes would include inserting the words 'public' and 'two-year' before multi-campus; 'accessible quality' before educational opportunities; and 'lifelong' before learning opportunities. The statement would read:

Lawson State Community College is a comprehensive, **public, two-year,** multi-campus college, which seeks to provide **accessible quality** educational opportunities, promote economic growth and enhance the quality of life for people in its service area. The College is dedicated to providing affordable and accessible **lifelong** learning opportunities in order to prepare students for employment or career advancement, enable students to transfer to senior colleges and universities, and provide customized training needs for business and industry.

The committee agreed to submit these recommended changes to the Administrative Cabinet.

The committee discussed end-of-the-year reports including unit plans since 2005. Discussion continued on the proposed planning hearings especially to review the 2007-2008 reports. The committee agreed that the structure of those hearings could mimic the budget hearing process and would be an excellent way to review documents and actively engage faculty and staff from the respective areas. The committee will propose the hearings at the next Administrative Cabinet meeting and the subsequent Expanded Cabinet meeting. Each committee member will continue to work with personnel within their areas to ensure the successful completion of the end-of-the-year reports.

Student Learning Outcomes were reviewed. Dr. Davis will do an insert for the Catalog to explain how the General Education Outcomes and the Institution-wide Outcomes sync. Dr. Glaze provided data on outcomes including course completion and grade analysis, student satisfaction surveys, Criterion Online scores from the fall semester and developmental data from the fall semester. Dr. Murray discussed student achievement in the career technical programs. He indicated that WorkKeys information is positive. The committee agreed that it is looking forward to reviewing the end-of-the-year reports to

see the results. We all are interested in how the integration of technology into the instructional process will impact student learning.

Dr. Green gave an update on the SACS COC Compliance Certification Process. Teams are working on developing reports and gathering data. She is concerned about whether or not the reports will be detailed enough and about not being able to link documents from the "L" Drive. These concerns will be presented at the Cabinet meeting,

The Quality Enhancement Plan discussion included beginning now to prepare a detailed presentation for the Administrative Retreat. Drs. Davis and Anthony will coordinate this.

Dr. Davis discussed the upcoming training sessions for Blackboard and Weave. Drs. Davis, Anthony and Green will participate in the Weave training. Discussion was held concerning enlisting others to help with Weave. The committee agreed to explore this further.

Due to time constraints, the Administrative Retreat discussion was tabled.

Charles Murray
Recorder