

**Strategic Planning Committee  
Minutes**

1:30 PM – 2:30 PM • Wednesday, September 11, 2019 • L405

**Present:**

Michael Carley, Kendra Haney and Catherine Hodges

**Absent:**

Andrea Anaya, Primavera Arvizu, Joe Cascio, Anja Goebel and Esmeralda Rodriguez

**Guest:**

Jim Entz

**I. Call to Order**

Mr. Carley called the meeting to order at 1:36 pm.

**II. Approval of Agenda**

Motion made to approve the September 11, 2019 agenda.

**M/S/C:** Catherine Hodges/ Kendra Haney

**III. Approval of Minutes**

No minutes to approve

**IV. Discussion Items**

**A. Fine and Applied Arts Program Review**

Professor Entz was present to answer questions and take note of corrections. The committee recommended the following changes:

1. Program mission meets standards as it accurately describes the program. The committee suggested restructuring the last sentence into two complete sentences and eliminating the complex sentence.
2. SLOs/PLOs are clearly stated, and the assessment cycle is clear, ongoing and complete. The program review outlines the scope of courses offered (number) in the division, the SLOs accomplished in those active courses, how the assessment data is collected, and where the division is in relation to the data.

The program review mentions that assessing the SLOs is difficult as there is only one full-time faculty in each area. In light of this issue, during division meetings SLOs are being discussed and changes are being made based on those discussions. This section meet standards.

3. Analysis and Trends:

Other than minor grammatical errors, programs are realistically assessed for strengths and weaknesses, conclusions drawn are clear and evidence-based and reflect an in-depth discussion.

Under Areas for Improvement Professor Entz included a chart from the 2018 Student Satisfaction Survey Report on facilities improvement. The chart compares the art, music and gym facilities to the others across campus, clearly showing the aforementioned facilities are inadequate for handling current growth and future growth projections.

Mr. Carley asked, at what point a new faculty member becomes vital to meet the growth projections. Professor Entz stated as of right now the courses are manageable and cannot say with any certainty when it will be imperative to hire an additional faculty member to meet the growth. He did note that you need a committed person to handle the courses in addition to all outside time required. The music program is lacking when

Jim Kusserow retires to have Jim Walters take over the band. Drama is looking at the same concerns for course offering and Professor Hartsell is working towards equivalency so he can keep the drama classes going. This section meets standards.

4. Completed previously established goals can be dropped off at next program review. New goals are clearly stated, a time frame is provided, and assignment of responsibility is evident. Mention goals within areas for improvement and/or other section. The committee reminder Professor Entz to complete the mission selection for new goal 8. This section meets standards.
5. Fine and Applied Arts has five FT faculty and ten adjuncts. They are requesting two positions which have detailed justifications and been mentioned in previous sections. This section meets standards.
6. There are several request under technology, facilities, and safety and security. The committee was concerned about the mention, in both facilities and safety and security, the tiles in CA10 are made from asbestos and they have been and continue to break up. I quote, "These tiles are made from asbestos and pose an airborne health risk." The committee inquired if M&O was aware of this issue and if this statement is an accurate description of the health risk. If so, this issue needs to be at the top of M &O's priority list. Professor Entz stated that Professor Thompson has been in discussion over the issue with Director Word. This section meets standards.
7. Changes in the budget are justified and itemized. This section meets standards. The Fine and Applied Arts Program Review meets assessment standards pending corrections and is to be forward to CC for approval.

- V. **Announcements**
- VI. **Future Agenda Items**
  - A. **PR Process Handbook**

**Adjournment:**

**Meeting adjourned at 2:33 pm.**