

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held a Special Meeting Tuesday, May 29, 2018, at 9:00 a.m. in the ATEC Building.

Present: Anna Franz
Jon Lane
Stephen McFadden
Juanita Richards
Thomas Stredwick

1. Strategic Planning

VP Humpherys discussed the institutional planning portion of the meeting. He led the group through a review of definitions of important terms including mission which sets the parameters of BBCC's efforts. Ends statements (trustees) and core themes (accreditation) are subsets of the mission at the policy level. Objectives begin operationalizing efforts and are evaluated individually and collectively to determine if the mission is being met.

Dr. Humpherys described the vision as aspirational: *Big Bend Community College inspires every student to be successful*. The three priorities state how BBCC focuses to accomplish the goals of increasing FTEs, improving student achievement rates, and supporting employees. Values and lenses are not prescribed by accreditation.

Trustee Anna Franz noted that a definition statement regarding the lenses would be helpful. Trustee Stephen McFadden questioned why there are values and lenses if they are not required by an accreditation standard.

Dr. Humpherys stated the values and lenses articulate BBCC beliefs and provide ethical guidance. The values and the core themes overlap. Due to timing of the accreditation cycle, we do not wish to revise the mission at this time and complicate our assessment work. At the end of the accreditation cycle in 2020, we may make changes to the mission and ends statements. The lenses refine and operationalize efforts.

Trustee Anna Franz asked why we have values and ends statements. The ends statements were redefined to align with the core themes. Dr. Leas stated the values provide moral justification for BBCC's efforts. Ranking the core themes by importance would help inform budget allocation. The vision, values, and ends statements are not required by accreditation. The lenses add additional information for the next accreditation cycle, positioning BBCC to be better prepared to re-evaluate its mission and core themes.

Dr. Leas stated the trustees have adopted and adapted the Carver Policy Model. Trustees could change the ends statements and adapt the carver model further. Trustee Stephen McFadden stated the layers need to be reduced in 2020. Strategic priorities, values, and lenses are at the policy level, the remainder of the strategic plan is at the operational level.

The strategic plan includes background, implementation strategies, and an evaluation plan for the strategic priorities. The core themes inform the strategic priorities. The strategic priorities have been developed with feedback across the campus. The Strategic Plan Appendices give context to the strategic plan. Appendix C "BBCC should" sections and ICAT survey feedback provide more context to inform implementation strategies that have been developed. Appendices E and F attempt to bring it all together. Appendix G includes progress reports and work group accomplishments, which will be updated annually as a result of committee work or Cabinet members and documents continuous quality improvement and accountability.

The Board's adoption of the strategic plan provides approval that the plan is moving in the way the trustees feel the college should move and in alignment with accreditation.

Trustee McFadden stated the Strategic Plan is good work and the priority is to address the accreditation issue. If the Strategic Plan appropriately addresses the accreditation issues, trustees need to approve and support.

Dr. Humpherys stated all of the goals may not be accomplished by 2020; we aspire to meet them. Offering a BAS degree is an enrollment management tool and will help place-bound residents. Developing a BAS degree includes a lot of work and may not be fully completed by 2020. Dr. Leas stated the Strategic Plan is a fluid document that evolves as service-district needs change.

VP Linda Schoonmaker will share more about meeting the accreditation requirement for connecting the budget allocations with programs. Dr. Leas stated we need to adopt the Strategic Plan as evidence for accreditation that we are planning, developing, and implementing elements of the strategic plan.

2. 2018 Monitoring Report on Mission Fulfillment

The monitoring report focuses and meets accreditation requirements regarding gathering and analyzing data, determining the steps to take, and documenting how the data-driven decision making informs the budgeting process.

Dr. Humpherys described the core theme objective average ratings in green and yellow on pages six and seven of the Mission Fulfillment Report as mission

fulfillment in action and accreditation compliance. Our plan includes connecting the next-steps column with implementation strategies in the strategic plan and identifying the responsible parties.

The former ATD Team was reconstituted into the formal Strategic Priorities Committee, and they will lead and implement priorities and coordinate with work groups. Trustee Stephen McFadden asked about the President's responsibility in the hierarchy of committees. VP Humpherys explained that all members report to the President or a VP in Cabinet. The President is part of every category.

Trustee Thomas Stredwick asked about understanding the operational efforts while staying at the policy level. Trustee McFadden stated it is important for the public to understand the President is responsible for the entire college.

Trustee Stredwick asked if the President is accountable to the Monitoring Report or the Indicator sheet. Per the revised Carver Model, evaluating the college is the same as evaluating the President. Trustee McFadden requested an asterisk be added indicating the President is a responsible party for all efforts. Trustee Juanita Richards suggested Institutional Research also be involved in all efforts.

Dr. Humpherys stated the overall ratings this year are lower than previous years. In the past, there was a very low ratings response rate. This year, the ratings were completed at an all-staff in-service resulting in a much higher response rate of over 90%. Employees use the elements of the core theme objectives for their work plans.

VP Humpherys asked how much detail the trustees want to see in the budget allocation column, which documents how we are using resources to do the work. Trustee Anna Franz suggested attaching the source and line item in the budget.

3. 2018-19 Indicator Dashboard

Dr. Humpherys led a discussion about the 2018-19 Indicator Dashboard and how it addresses the two accreditation recommendations.

1. *The Evaluators recommend that the college ensure the alignment between the mission statement and the core themes – that the core themes “individually manifest” and “collectively encompass” the college mission statement (1.B.1), that the core theme objectives and verifiable indicators be sufficient to evaluate the accomplishment of core themes (1.B.2), and that the evaluation of programs and services be holistically informed by indicator data for each core theme objective (3.B.3, 4.A.4).*
2. *The evaluators recommend that the college document enhancement of student learning achievement which is informed and guided by systematic assessment of*

student learning (4.B.2), that the college develop an effective, regular, and comprehensive system of assessment that documents student achievement of identified course, program, and degree learning outcomes. (4.A.3).

The core themes collectively comprise the objectives, and objectives collectively comprise the indicators. Guiding question is "do the indicators help us understand if we are meeting the objective [and to what degree]?" By fall, indicator targets will be set. The gray fields reflect one-time measures like the Convergence information, or qualitative measures. Improvement process includes employees reviewing indicators to determine the value they add and resulting in additions or deletions of indicators. The Indicator Dashboard is an evolving document that changes according to what the data tell us.

Trustee Franz confirmed the value of the indicator dashboard improvement plan. Trustee Stredwick stated that many of the indicators are lagging. Dr. Leas stated that ctcLink will eventually provide more robust data tracking and the opportunity to employ leading indicators. Dr. Humpherys reminded the group that a lot of the data are available only once per year due to our annual cycle and limitations of the state legacy system.

The cycle of continuous improvement includes different scales and representation through departments, Shared Governance Council, Cabinet, and the institution as a whole. Institutional work plans include work groups and committees.

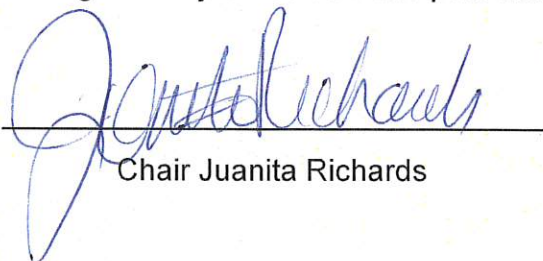
The annual institutional planning process includes the following steps:

- Summer 2017 – department and committees summarizing their accomplishments from the previous year and goal setting for 2018-19; incorporate annual institution planning process slide. Not all assessment results have budget implications.
- Fall 2017 – Department and committees finalizing work plans for the current year.
- Winter 2018 – Evaluate institution and departments based on indicator data. Departments submit budget requests.
- Spring 2018 – Next steps adopted, budget developed, summarizing strategic accomplishments for 2018-19 and setting goals for 2019-20. Update indicator dashboard and strategic plan.


Trustee McFadden commended the leadership for articulating the detailed and thorough plan.

At 10:45 a.m. Board Chair Juanita Richards announced a 15-minute break followed by a one-hour executive session (g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

The meeting reconvened, and then the meeting was adjourned at 12:00 p.m. with no action taken.


Chair Juanita Richards

ATTEST:


Terrence Leas, Secretary

