Administrative Planning Council

Meeting Notes, November 5, 2012

Present: Roberta Chock, Robert Hood, Jim Keller, Lucy Carter, Vickie Nunes, Dave Vigo, Mario Peña, Robin Richards, Linda Hayes, Greg Stoup

1)   Determine whether or not every office needs a program plan

        Discussed whether or not every office/administrative unit needs a program plan and student learning outcomes. Given that our process for advancing staffing and equipment needs depends on program plans, it makes sense for each office to have a one. These plans should be linked to the Educational Master Plan. Roberta will forward to Greg the form that some of offices have already used. He will update it based on his recent experience on site visits, and send it out to the rest of the group.

2)   Establish a timeline for producing plans for the following areas under APC:
   - President's Office
   - Research Office
   - Communications & Outreach Office – Program Plan in place and updated
   - Business Office – Program Plan in place and updated
   - Instruction Office
   - Student Services Office
   - CIUS

We decided that each unit will finish their plan by the end of November and send them to Roberta. Roberta will compile them into one document, summarize the action plans and equipment/technology needs. This document will be posted to the APC web site: www.canadacollege.edu/inside/apc/ by mid-December. Once everyone has had a chance to review the posted document, Roberta will schedule a meeting for mid-January to review the completed program plans and evaluate and revise as needed.

3)   Other

President Keller did a quick survey of the group, and it was determined that no one was anticipating putting forth any staffing requests.

APC meeting notes will be posted to the APC web site.

VP Richards made sure that everyone had had a chance to provide input on the draft Participatory Governance document. Discussed the evaluation timeline and the need to have one set time that evaluations are completed by, but also provide flexibility to react to situations that arise that would require evaluation and modifications at other times.