

DACC NCA-HLC Self Study
Criterion Two: Preparing for the Future
Committee Meeting Minutes
Date: August 15, 2007
Location: Room 212 Lincoln Hall

Criterion Statement: “The organization’s allocation of resources and its processes for evaluation and planning demonstrate its capacity to fulfill its mission, improve the quality of its education, and respond to future challenges and opportunities.”

Present: Mike Cunningham, Kristen Dallavis, Viv Dudley, Suzie Hobick, Jonathan Jett, Debbie Knight, Susie Landers, Dianne Manganaro, Sarah Robison, Janet Redenbaugh, Janet Westberg

- **Key Definitions and Concepts**

- Mission: “Danville Area Community College is committed to being a recognized leader in providing quality, innovative and adaptive programs and services which meet the life-long academic, cultural and work force needs of our diverse community.”
- Criterion Two Preparing for the Future: “The organization’s allocation of resources and its process for evaluation and planning demonstrate its capacity to fulfill its mission, improve the quality of its education, and respond to future challenges and opportunities.”

- **Key Questions**

- What are we doing now?
- What do all things we are doing now indicate about preparing for the future?

- **Objectives**

It was decided at the July committee meeting to continue discussion of each core component, adding more detail to each core component in preparation for the writing of our response next Spring. Starting at the September meeting, members will have the opportunity to volunteer for one of the core components so they can begin focusing on the resources needed. Current collected resources are listed on the **Criterion Two: Resource Files 7/03/07** document.

- **Discussion**

The team then started examining Core Component 2a and the 7 sub-headings, which targets DACC's preparation for a future shaped by societal and economic trends. **The information needs to reflect who we are and the community we serve.**

DACC's planning documents reflect a sound understanding of the organization's current capacity.

The following data sources were expanded and commented on:

Campus Master Plan –it is now required to be updated every five years vs. ten years in the past.

RAMP (Resource Allocation Management Plan)– tells us what is happening now and is updated on a yearly basis as part of the ICCB Annual Report. Mike will provide a copy of both for the Committee.

DACC Foundation Report - A case for support is built, providing potential donors a list of needs. The team felt it would be beneficial to have a more formal report.

Financial Services Funding Summaries and Budget Planning Process/Guide - A copy of the report will be provided; it basically shows us if we are staying within budget.

Institutional Effectiveness Plan is closely tied to the Strategic Plan that Kristen Dallavis is updating and will be made available on the web.

Technology Plan - 2003-2006 plan is available on line; however, the committee would like to review a copy of the updated plan when it becomes available.

It was noted that the college has not performed an official questionnaire of the Community of Interest for a number of years, but has been using the reports provided by Vermilion Advantage

DACC's planning documents demonstrate that attention is being paid to emerging factors such as technology, demographic shifts, and globalization.

Committee members stated that the resources listed under this sub-heading was data and one must go through each and pull out the needed information.

DACC's planning documents show careful attention to the organization's functions in a multicultural society.

This area focuses more on human resources. The members questioned how effectively the college's efforts were reflected in the data. DACC's district encompasses a diverse population, so our documents need to reflect that we are identifying the needs of this population, putting into place ways of meeting these needs, communicating to the public what we have available, and following up on our efforts.

DACC's planning processes include effective environment scanning

The committee made general comments in regard to the item, noting that this sub-heading addresses anything in the external environment. It is important that faculty and staff keep current via journals, participation in professional associations, updating skills through workshops and training opportunities, and using knowledge gained to keep curriculum current. In addition, the committee recommended that the last three years of Advisory Committees minutes be examined to identify recommendations from the committees.

- **Action Steps and Activities**

The team will finish discussion of Core Component 2a next month and move to Core Component 2b as time permits.

Provide updated documents for resource file:

Campus Master Plan and RAMP Report – Mike Cunningham

More formal report from Foundation, including data from the Case for

Support for Scholarship and/or Feasibility Study – Sarah Robison

Advisory Committee Minutes – Janet Redenbaugh

Updated Technology Plan – Janet Redenbaugh

The meeting was adjourned at 12:30

- **References**

www.dacc.edu/selfstudy

www.ncahigherlearningcommission.org

- **Fall Meeting Dates: Date/Time/Location**

Monday, September 10, 2007, Laura Lee

Monday, October 15, 2007, Laura Lee

Monday, November 12, 2007, Laura Lee

Monday, December 10, 2007, Laura Lee