

**DeKalb Technical College**  
**Strategic Planning Oversight Committee**

**MINUTES**  
**March 1, 2005**

The Strategic Planning Oversight Committee (SPOC) met on Tuesday, March 1, 2005 in room A-232 on the Clarkston Campus. Chairperson, Sue Chandler, called the meeting to order at 10:00 a.m. Sue stated the main purpose of today's meeting is so that the committee could regroup since it has not met in a while. Members present/absent:

A Tanya Gorman	P Clarissa Evans	P Taunya Lowe	P Mark Reddick
P John Arrington	P Collins Foster	A Terry McCamish	P Terry Richardson
P John Buell	A Kathy Fowler	P Catrenia McLendon	A Amanda Taylor
P Sue Chandler	P Bill Gohdes	P Todd Meadors	P Larry Teems
A Virgil Costley	A Debra Gordon	P Parker Owen	P Julian Wade
P Daisy Davis	P Ernie Hensley	A Keith Perry	P Larry Wallace

1. Update on DTC Planning and Evaluation Process

Sue Chandler reported that she met with all the departments last fall regarding their action plans. She stated the 2005 action plans were due yesterday. New planning units are Student Activities (Felisha Blackwell), the Testing Center (Lydia Quinones), General Education, and Community Relations and Board Operations (Helen Mathis).

The benchmarks for the College Goals need to be reviewed and made college-wide. A long-range plan through 2012 has been developed and posted on the DTC website under Employee Information, Planning and Evaluation.

2. Perkins Update

The benchmarks have been analyzed and activities have been developed to hopefully help meet the benchmarks next year. The budget needs to be submitted with the improvement plan.

3. PAS Update

The PAS Trend report was sent to Deans and Chairs Feb. 1. Only two programs in level 2: HEO (a terminated program) and Printing & Graphics. The due date for PAS and Improvement Budgets to go along with PAS is May 20th. Sue will be contacting department heads regarding PAS training dates.

4. Strategic Initiatives for 2005 - 2006

- a. Advising Center (at the time of Testing) – Goal 1 – Currently being done on both campuses with much success.
- b. CAPP pilot – Goal 2 – Keith and Karen are still working on the issues involved with the program.
- c. Distance Learning Growth and Support – Goal 2 – DL continues to grow and so will the need for additional support such as student services.
- d. Curriculum Issues / Syllabus Project – Goal 2 – Working toward consistent syllabi.
- e. Student Learning Outcomes – Goal 2 – For Action Plans, the outcomes should be qualitative, not quantitative. Outcomes should relate to teaching and learning.
- f. Leadership Development – Goal 3 – Dr. Hoffman and Dr. Gorman want to develop the leadership positions at the college. Training for the Deans and Department Chairs is being developed.
- g. Assessment Issues / Surveys (NSSE, N-L, ABLE) – Goal 3 – A list of all current DTC surveys has been compiled (handout). Student Services surveys need to be added to the list. The goal is for DTC surveys to be less redundant. The Exit Survey and the Employer Survey were distributed for review and comments. Suggestions were to offer the exit survey at the same time the student applies for graduation. It was also suggested that the surveys need to be kept as short as possible. On the employer survey, the name and position should be optional.
- h. Business and Industry issues – Goal 4 – It was noted these were initiatives that are being addressed by Jan Melcher and her group.

The meeting was adjourned at 10:50 a.m. Next meeting to be announced.

Respectfully submitted,  
Clarissa Evans  
Secretary, SPOC