



Chairs Council		
MINUTES FOR Wednesday, February 21, 2018	2 p.m. to 3 p.m.	Disabled Students Programs and Services Conference Room – Cravens Student Services Center
Members Present:	Amanda Phillips, Annebelle Nery, Carl Farmer (co-chair), Gary Bergstrom, Jose Simo, Pamela Ralston (co-chair)	
Members not Present:	Courtney Doussett, Daniel Martinez, Douglas Redman, Zerryl Becker	
Guests:	None	
Recorder:	Jeff Larson	

AGENDA

1. Call to Order/Roll Call The meeting was called to order at 2:09 p.m. Quorum was present.		
2. Action Items		
2.1 Approval of Agenda		
DISCUSSION	None	
CONCLUSION	The agenda was approved as presented.	
FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE
None		
2.2 Approval of November 29, 2017, Minutes		
DISCUSSION	None	
CONCLUSION	The minutes were approved as presented.	
FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE
Post approved minutes on committee's portal page	Jeff Larson	ASAP
3. Information/Discussion Items		
3.1 Review Draft of "What is Chairs Council" Email		
DISCUSSION	<ul style="list-style-type: none"> Members reviewed the draft of the email to raise awareness of Chairs Council. A link will be added to the goals mapping table on the portal. The letter will come from the co-chairs (Dr. Ralston and Dr. Farmer) and be sent by Dr. Ralston from her email account. 	
CONCLUSION	Members approved the draft with the changes noted above.	
FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE
Update the email draft as outlined above	Jeff Larson	ASAP
Send email to campus	Pamela Ralston	Spring 2018
3.2 Review Updated Goals Mapping Table		
DISCUSSION	One benefit of the goals mapping table is that it allows faculty and leadership the opportunity to identify what activities are occurring that align with their own activities and to identify potential areas of partnership.	
CONCLUSION	<ul style="list-style-type: none"> Move College Planning Council and Accreditation columns next to the SMP Plan Goals column, as the these columns are structural in nature, not plans/initiatives. 	

	<ul style="list-style-type: none"> BSI Plan Goals on page 11 (SMP Goal 2.5) will be updated to remove the note about the combination of the Basic Skills Committee with the Diversity & Equity Council, now that the merger is complete. 		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
Make updates to goals mapping table outlined above		Jeff Larson	ASAP
3.3 Update Gaps Analysis			
DISCUSSION	Members reviewed the updated gaps analysis. <ul style="list-style-type: none"> In general, the gaps occur where there is not a committee or initiative to address that area directly. The new Institutional Advancement model will address many of the gaps in Strategic Master Plan Goal 5. 		
CONCLUSION	The gaps analysis and goals mapping table will be forwarded to the Assessment of Planning and Outcomes Subcommittee to review the work.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
Forward gaps analysis and goals mapping table to APO		Jeff Larson	ASAP
Report Chairs Council work to CPC		Pamela Ralston	3/9/18
4. Adjournment: The meeting adjourned at 2:35 p.m.			

NEXT MEETING:

Wednesday, March 21, 2018 – 2 p.m. to 3 p.m.

Disabled Students Programs and Services Conference Room –
Cravens

Chairs Council Analysis of Coordinated Plans & College Work

Completed/Accomplished:

- Strategic Master Plan Goal 3.7: Support realigning college's educational/ instructional units with a particular emphasis on equitable workloads, staffing patterns, responsibility scope, and operational viability (effectiveness) relative to its responsiveness and adjustability to changes in college goals, institutional and state level priorities (completed/accomplished fall 2016)

3 Gaps:

- Strategic Master Plan Goal 3.4: Continue to establish and maintain collaborative partnerships with business, industry, educational entities, and governmental agencies
- Strategic Master Plan Goal 3.6: Identify and develop resources needed to accommodate future growth
- Strategic Master Plan Goal 5.3: Continue to establish and maintain collaborative partnerships with business, industry, educational entities and government agencies
- Strategic Master Plan Goal 5.4: Through efficient and effective marketing, public relations and community outreach practices, continue to communicate the advantages of pursuing education at COD, the benefits the college provides the region and the success of its alumni

4 or More Gaps:

- Strategic Master Plan Goal 3.3: Continue the exploration of potential grants, partnerships, and gifts, which will benefit the college
- Strategic Master Plan Goal 3.5: Build the college's capacity for attracting alternative sources of revenue through the coordination of efforts related to grant development, economic program development, fee based courses and programs, partnership for cost sharing, and fees for services provided
- Strategic Master Plan Goal 5.1: Integrate regional economic development initiatives, federal economic stimulus funds and industry driven innovation with COD career, technical programs
- Strategic Master Plan Goal 5.2: Leverage COD's economic and workforce development initiatives/programs to increase the job training and opportunities for local students