



CSM college of
southern maryland
La Plata · Leonardtown · Prince Frederick · Regional Hughesville
Planning Council Meeting Summary

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|---------------------------|---|
| Date, Time, Place: | November 11, 2021, 2:30 p.m.- 4:00 p.m., Zoom |
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| Attendance: | | | | | Guests: | Guests: |
|--------------------|---|-------------------------------------|---|---------------------------------------|----------------|----------------|
| | | Comey, William | x | Osterhouse, Melanie | | |
| | x | Cooley, Cami | x | Person Hammond, Sidney | Joseph Barton | |
| | x | Ebersole, Erin | x | Quattlebaum, Lesley (co-Chair) | David Jones | |
| | | Graham, Lisa | x | Rogers-Frere, Jacquelyn (co-Chair) | | |
| | x | Kapinos, Olivia (student member) | | Ruble, Michelle | | |
| | x | Love, Janice | | Yellman, Kim | | |
| | | | | | | |
| Recorder: | x | Staff, Donna | | | | |

| Item/Topic | Discussion/Reports | Assignments/Actions |
|---|--|----------------------------|
| Call to Order | <ul style="list-style-type: none"> Lesley called the meeting to order at 2:32PM. | |
| Review and Approve October 14, 2021 minutes | <ul style="list-style-type: none"> Lesley asked members if any corrections need to be made to the October 14, 2021 minutes. There were no corrections. All were in favor of accepting the minutes as written. | |
| Co-Chair Report, <i>Jacqui Rogers-Frere, CPC Co-Chair</i> | <ul style="list-style-type: none"> Jacqui advised that the governance councils provided feedback to College-wide Council on their assigned policies. The drafts for the policies were sent to all faculty and staff for comments and suggestions on November 10. She briefly explained the difference between policies and procedures. The FY23 Budget Enhancement Requests Survey results were shared with CWC as recommendations. | |
| Non-Academic Department Review | <ul style="list-style-type: none"> Joseph Barton gave a presentation on the Non-Academic Department Review (NADR) process. | |

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| <p>Process, <i>Joseph Barton, Research Analyst II</i></p> | <ul style="list-style-type: none"> • He explained what Non-Academic Department Reviews are, and why we need them. He provided an overview of the seven “chapters” that make up the NADR. • There are approximately 45 departments that need to go to through this process, about every five – seven years. • Advising, Career, and Transfer Services and Public Safety were the first departments to go through the Non-Academic Department Review process. | |
| <p>Academic Advising Department Review Process – <i>David Jones, Director Advising, Career, and Transfer Services</i></p> | <ul style="list-style-type: none"> • David Jones spoke about his experience leading his department through the Non-Academic Department Review process. • He advised that everyone in the department had the opportunity to provide input into the process. • He spoke about the positive changes that happened within the department that came out of this process, such as funds for professional development. • Janice recommended that Erin share the seven chapters to all non-academic departments so they can review the chapters and do a skeletal outline. Erin agreed with Janice’s recommendation. | |
| <p>Academic Department Review Process – <i>Cami Cooley, Director, Academic Planning and Assessment</i></p> | <ul style="list-style-type: none"> • Cami Cooley gave a presentation on the Academic Department Review Process. • She explained the different elements within the Academic Department Review including the Course Assessment, Course Review, Program Review, Institutional Outcomes Course Review, End of the Year Assessment Report, and the Curriculum Handbook. • This information is not on the internet but members agreed that it should be on the internet. The information for the Academic Department Review Process will be posted on the internet once the web page for the Office of Academic Affairs is complete. | |
| <p>New Business</p> | <ul style="list-style-type: none"> • Lesley asked if anyone had new business they want to bring to CPC. No one had items to add as new business. | |
| <p>Announcements</p> | <ul style="list-style-type: none"> • Lesley asked if there were any announcements. There were no announcements. | |
| <p>Adjournment</p> | <ul style="list-style-type: none"> • The meeting was adjourned at 3:43PM. | |