

**MARIETTA COLLEGE
PLANNING COMMITTEE
Minutes**

The second meeting of the Planning Committee for the 2005-06 academic year convened at 3:00 p.m. on October 14, 2005 in the President's Conference Room, Dr. Jean A Scott in the chair.

Present: Jean A. Scott, Chair, Daniel Bryant, Sue DeWine, Debora Egolf, Constance Golden, Michael Joliat, Dennis Kuhl, Debora Lazorik, Lori Lewis, Daniel G. Monek, Gama Perruci, Lon Vickers, Suzanne H. Walker; Fraser G. MacHaffie, Secretary.

1. Future Agenda Items

- (a) Re-accreditation. Dr. Scott encouraged the committee to become familiar with the Self Study, especially the Executive Summary, "Know Thyself", and the recommendations contained therein.
- (b) Trustees. Dr. Scott reported that the trustees were embarking on a long-range visioning project looking to 2020. This exercise would include all elements of the campus community, including the Planning Committee.

2. Office of Graduate and Continuing Studies.

The abbreviated program review for the Office of Graduate and Continuing Studies, previously the Office of Graduate Programs & Continuing Education, was discussed. A visiting team of Drs. Golden and Walker was established.

{Secretary's note for new members of the Planning Committee. The procedure usually followed for a program review is

- Review material is distributed prior to the meeting
- At the meeting a visiting team of two is selected
- Committee discusses the review and identifies questions/issues to be discussed by the visiting team with the unit head – on the reverse side of the memo of 22 February 2005 sent to unit heads and included in the package sent to you on September 5, there is a set of questions to guide your analysis
- The visiting team report back to the Planning Committee
- Committee identifies issues to be covered in the report back to the unit head
- The secretary drafts and circulates electronically to the committee a report
- Members make changes/suggestions by e-mail and the final draft is brought to a meeting for approval and dispatch to the unit.

There was discussion on possible additional revenues for this unit. The President emphasized the importance of keeping in mind that the motivation behind generating revenue through graduate programs was to support undergraduate programs. Examples of where benefits had already arisen were given. It was reported that the P.M.B.A. program from Ohio University did not achieve the necessary numbers to be offered by video conference at Marietta for Fall 2005. There were currently no plans to increase the number of graduate programs being offered by the College.

3. Assessment of Administrators Heading Up Units Under Review.

It was agreed that the previous practice of conducting a focused and a general assessment of administrators of units under review would be continued and Dan Bryant was to arrange this.

4. Budget Process.

Dan Byant outlined parameters expected for the 2006-07 budget: The increase in major non-discretionary expenditures – utilities, health plan, compensation plan, Title III – was almost the same as expected increase in revenue. This probability raised the question of the work of the Budget

Advisory Group. The merit of the participatory-nature of the budget work was recognized and also the advantages of increasing knowledge within the College community of the financial constraints within which the College had to work. Dan would bring a budget process model to a future meeting.

5. Next Meeting

The next meeting was set for Friday October 28 at 3:00 p.m.

Fraser G. MacHaffie