



FRANK PHILLIPS COLLEGE

Start Here.....

Go Anywhere.

FRANK PHILLIPS COLLEGE

STRATEGIC MASTER PLAN

FOR INSTITUTIONAL EFFECTIVENESS

2007 – 2012

- And Beyond -

FPC FACTS

The College: FPC is a comprehensive community college serving nine counties of the northernmost Texas Panhandle as well as students from 39 states and 12 countries.

Academic Programs: FPC offers over 50 different transfer, Associate and Certificate programs, as well as dozens of extended education classes.

Students: FPC averages 1,300 academic students and more than 1,700 extended education students each semester.

Location: FPC is located in Borger, Texas, a city of 12,000 located approximately 45 miles northeast of Amarillo in the Texas Panhandle. FPC has recently opened the Allen Campus, a full-service branch campus, in Perryton and also has off-campus sites in Canadian and Dalhart.

Faculty: FPC has over 100 full-time faculty and staff, with an average student-to-teacher ratio of 15:1.

Financial Aid: More than 55 percent of FPC students receive some type of financial assistance. In the past five years, FPC has more than doubled the amount of money available for students through scholarships. Chances are that with the many options available, FPC can be affordable for most students.

Campus Organizations: FPC offers many clubs and organizations for student involvement, including Ambassadors, Block & Bridle, Music/Choir, Student Government and many more. FPC's chapter of Phi Theta Kappa, the international honor society for two-year colleges, was recognized as outstanding with the 2001 Pinnacle Scholarship Award.

Athletics: As a member of the National Junior College Athletic Association competing in the Western Junior College Athletic Conference, FPC offers varsity Baseball, Men's and Women's Basketball, Women's Volleyball, Women's fast pitch Softball, Men's Golf, Rodeo and Livestock Judging Programs.

MISSION STATEMENT

Frank Phillips College is a comprehensive community college. The mission of this institution is to provide quality educational programs to the residents of its service area, the ten northernmost counties of the Texas Panhandle. The Board of Regents, administration, faculty, and staff are united in their commitment to the accomplishment of this mission.

In accordance with its mission, the institution endeavors to assist each individual in acquiring the skills, facts, values, and attitudes necessary to participate in and contribute to the democratic society in which we live.

The college operates in harmony with its enabling statute identified in the Texas Education Code, Section 130.003, which states that the charge of each public community college shall be to provide:

1. technical programs up to two years in length leading to associate degrees or certificates;
2. vocational programs leading directly to employment in semi-skilled occupations;
3. freshman and sophomore courses in arts and sciences;
4. continuing adult education programs for occupational or cultural upgrading;
5. compensatory education programs designed to fulfill the commitment of an admissions policy allowing the enrollment of disadvantaged students;
6. a continuing program of counseling and guidance designed to assist students in achieving their individual educational goals;
7. workforce development programs designed to meet local and statewide needs;
8. adult literacy and other basic skills programs for adults; and
9. such other purposes as may be prescribed by the Texas Higher Education Coordinating Board or local governing boards, in the best interest of post-secondary education in Texas.

Frank Phillips College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097: Telephone number 404-679-4500) to award Associate degrees.

Approved and Accredited by

Commission on Colleges of the
Southern Association of Colleges and
Schools
Association of Texas Colleges and
Universities

Texas Cosmetology Commission
Texas Education Agency
Texas Board of Nurse Examiners
Texas Higher Education Coordinating
Board

MEMBERSHIPS AND AFFILIATIONS

Texas Junior College Association	Texas Association of Music Schools
Texas Association of Community Colleges	Texas Association of Student Financial Aid Administrators
National Association of International Educators	National Association of Colleges and Universities
National Junior College Athletic Association	Texas Association of Business Officers
Western Junior College Athletic Conference	National Association of College and University Business Officers
Southern Association of Community Colleges	Southern Association of College and University Business Officers
American Association of Community Colleges	National Council for Marketing and Public Relations
Southern Association of Collegiate Registrars and Admission Officers	

GOAL SETTING, ASSESSMENT, AND MODIFICATION FOR IMPROVEMENT

The 2007 – 2012 Strategic Master Plan of Frank Phillips College provides documented guidance in the college's endeavor to better serve its service area and its constituents.

The process of improving the college encompasses three distinct, yet interlocking, steps:

1. Goal setting and planning
2. Assessing and measuring the college's success in attaining its goals
3. Utilizing the assessment results to modify policies, procedures, and practices for improvement.

The Strategic Master Plan establishes a long range 5-year process in which those three steps can be implemented. Additionally, the Strategic Plan can be modified as needed to better guarantee institutional effectiveness as it is reviewed regularly on an annual basis or at times when assessment results dictate a needed substantive change in the direction of the college.

YEARLY GOALS AND STRATEGIES

Interwoven with the 5 – year Strategic Master Plan is the regular practice of the college to establish yearly goals and strategies which serve as intermediate goals in the college's pursuit to fulfill its Strategic Master Plan. The FPC Yearly Goals and Strategies for 2006 – 2007 are to be approved and adopted by the FPC Board of Regents during the August Board Meeting.

STRATEGIC MASTER PLAN GOALS

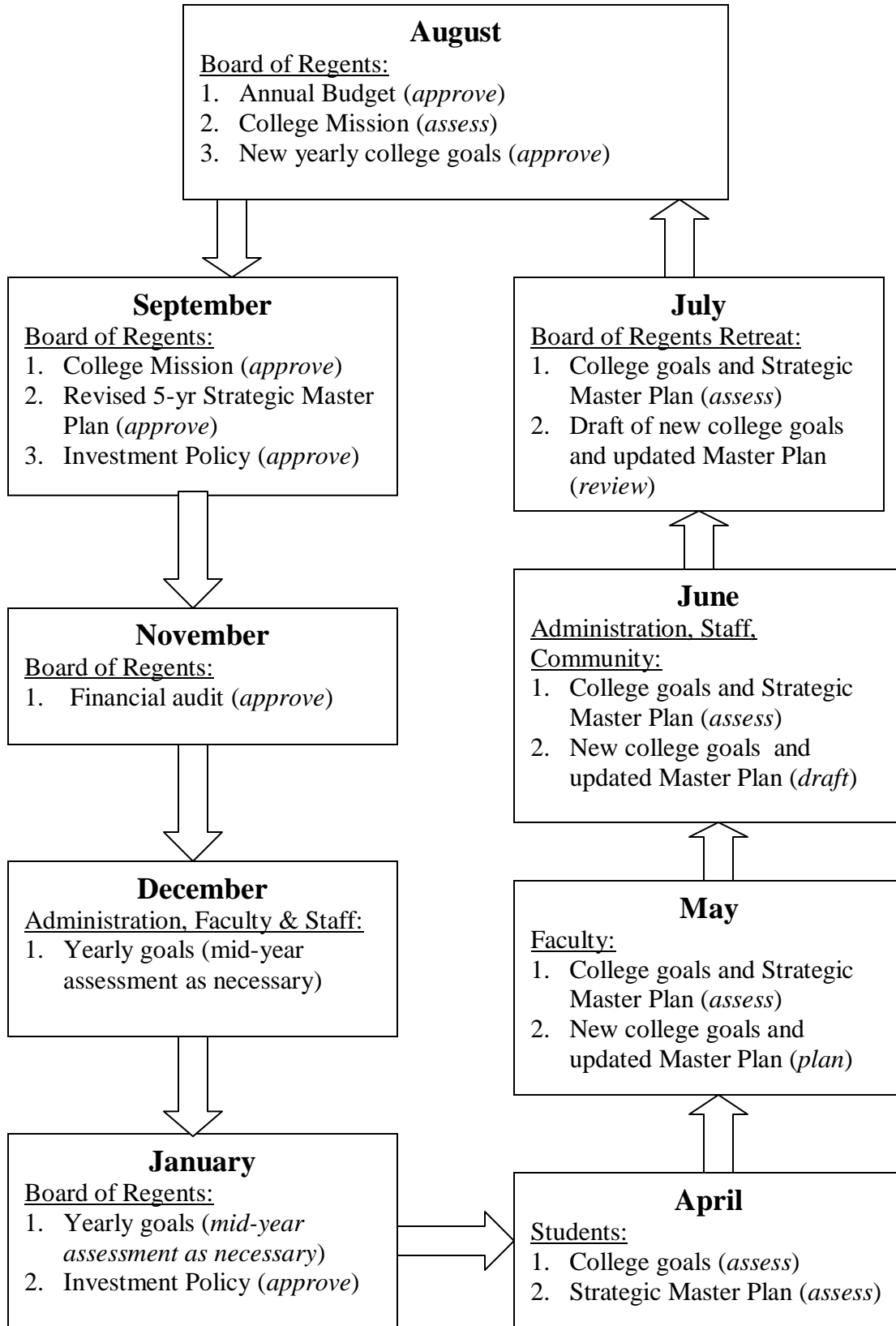
The goals comprising the college's 2007 - 2012 Strategic Master Plan are as follows:

- I. Provide Quality Facilities
- II. Provide Quality Technology Services
- III. Provide Quality Instruction and Educational Services
- IV. Provide Quality Financial Services
- V. Provide Quality Student Services
- VI. Provide Quality Services Related to the Board of Regents, Governance, and Personnel
- VII. Provide Quality College Advancement Services

Tables indicating objectives and standards for success for each goal are included in this document. Within each table is space for indicating the result of the standard for success for each objective. Results will be entered upon completed assessment indicating

- 4 = Accomplished
- 3 = Ongoing
- 2 = In progress
- 1 = Planned/Proposed
- 0 = Unmet
- W = Deleted

PLANNING & ASSESSMENT CYCLE



Strategic Master Plan Goals, Objectives, Standards for Success, and Results

I. Provide Quality Facilities

	Objective	Standard for Success	Result
I.1	Update and maintain a comprehensive, long range “Facilities Master Plan”	Update printed, color-coded chart indicating the different phases of FPC facility enhancement	
<u>COMMENTS:</u>			
I.2	Maintain adequate facility and campus conditions	75% of students/employees surveyed indicated good or outstanding facilities and campus conditions	
<u>COMMENTS:</u>			
I.3	Efficiently respond to maintenance requests/work orders	90% of submitted maintenance requests (work orders) are completed annually	
<u>COMMENTS:</u>			
I.4	Enhance the efficiency of the college’s utility usage	Investigate Managed Utility Services	
<u>COMMENTS:</u>			

II. Provide Quality Information Technology Services

	Objective	Standard for Success	Result
II.1	Update and maintain, as necessary, IT Acceptable Use Policy	IT Acceptable Use Policy is reviewed by Administrative Cabinet and SCOPE and disseminated to necessary departments/personnel during each fall semester.	
<u>COMMENTS:</u>			
II.2	Maximize utilization of technology in all areas within the college based on a cost-benefit analysis in determine priority and direction. A.	Budget request forms will be utilized for planning departmental IT “needs – justification” on a yearly basis. Purchases will be made only through the college-wide E-requisition process requiring final approval from the Vice President for Administrative Services	
<u>COMMENTS:</u>			
	B.	Emergency departmental needs will be purchased through the same E-requisition process but only after explicit approval has been granted through each level of the college’s organizational “chain of command”.	
<u>COMMENTS:</u>			

II.3	Continue to enhance college web-site through use of latest technology to provide functionality.	Improvements and updates in the technology utilized for the college web-site will be presented to college employees at each fall and spring in-service.	
<u>COMMENTS:</u>			
II.4	Protection of information privacy and confidentiality by providing reasonable security and anti-virus software.	Security and anti-virus concerns, updates, and modifications will be reported on a regular basis to the Vice President of Administrative Services by IT personnel.	
<u>COMMENTS:</u>			
II.5	Provide centralized and uniform control of the college's IT infrastructure.	All college information technology infrastructure is managed out of the Vice President for Administrative Services. No other departments or individuals may duplicate, modify, build, add, or attach to IT infrastructure without explicit approval from the Vice President for Administrative Services	
<u>COMMENTS:</u>			
II.6	Provide centralized and coordinated control of all college-wide IT purchases.	All procurement of IT equipment, hardware, software, or services is subject to the review and approval of the Vice President for Administrative Services through the college-wide E-requisition process	
<u>COMMENTS:</u>			
II.7	Prior to each annual budget cycle, a specific and detailed budget will be submitted and approved outlining the expenditures for the upcoming budget year	Budgetary processes for requesting IT and other needs will be managed by structured timelines (GANT Chart) which is disseminated to necessary departments/personnel prior to May 1 each year.	
<u>COMMENTS:</u>			

III. Provide Quality Instruction and Educational Services

	Objective	Standard for Success	Result
III.1	Continue to grow and expand student enrollment	Annual contact hours will exceed previous 3-yr average by 4%	
<u>COMMENTS:</u>			
III.2	Remain sensitive to student perception	75% of students surveyed indicated good or outstanding	
<u>COMMENTS:</u>			

III.3	Enhance student success A.	Percentage of course completers exceeds previous 2-year average	
<u>COMMENTS:</u>			
	B.	Number of graduates/completers exceeds previous 3-year average	
<u>COMMENTS:</u>			
III.4	Provide adequate general education (core curriculum) courses A.	Adopt and implement a standardized assessment of student attainment of core objectives	
<u>COMMENTS:</u>			
	B.	75% of students surveyed indicated good or outstanding perception of general education course offerings	
<u>COMMENTS:</u>			
	C.	Core curriculum is reviewed annually by the Academic Standards and Curriculum Committee	
<u>COMMENTS:</u>			
	D.	3 or fewer concerns annually are received from students transferring to Texas public four-year institutions	
<u>COMMENTS:</u>			
III.5	Provide adequate developmental education instruction A.	75% of students surveyed indicated good or outstanding perception of developmental education course offerings	
<u>COMMENTS:</u>			
	B.	75% of students having received developmental education receive a passing grade in their first college level course	
<u>COMMENTS:</u>			
III.6	Provide adequate workforce education A.	75% of student enrolled in workforce related courses (leading to AAS or certificate) respond favorably to “Acquiring a job or work-related knowledge or skills” in surveys.	
<u>COMMENTS:</u>			
	B.	3 or fewer concerns annually are received from students regarding workforce program proficiency	

<u>COMMENTS:</u>			
	C.	Local business/industries and students are surveyed, and survey results are utilized to implement courses that match business/industry needs with student interests.	
<u>COMMENTS:</u>			
III.7	Provide adequate distance education A.	A comprehensive distance learning web-page is posted and maintained on the college website	
<u>COMMENTS:</u>			
	B.	75% of students surveyed indicated good or outstanding perception of distance learning educational experiences	
<u>COMMENTS:</u>			
III.8	Regularly examine the viability, accountability, strengths, and weaknesses of each instructional program	The faculty driven Academic Standards and Curriculum Committee will conduct a “Program Review” of one-third of all instructional programs each year. (Each program reviewed at least every 3 years.)	
<u>COMMENTS:</u>			

IV. Provide Quality Financial Services

	Objective	Standard for Success	Result
IV.1	Update and maintain, as necessary, all financial related policies and procedures including: Investment Policy, Procurement Procedure, College Credit Card Policy, Travel Expense and Reimbursement Policy	All financial policies and procedures will be reviewed each year by the Vice President of Administrative Services and/or his designees and reported to, reviewed by, or approved by necessary entities of the college (i.e., Board of Regents, Administrative Cabinet, SCOPE, etc.)	
<u>COMMENTS:</u>			
IV.2	Compliance with all financial policies and procedures including those imposed by local authorities, governing board, and state and federal authorities	All financial reports and required information will be submitted completely and timely.	
<u>COMMENTS:</u>			
IV.3	Utilization of technology	The Information Technology Plan outlining a 3-year	

	advances to maintain and enhance financial processes to maximize operational effectiveness and financial efficiency	cycle of updating, upgrading, and re-cycling IT resources is updated yearly.	
<u>COMMENTS:</u>			
IV.4	Control and secure all college properties and resources including but not limited to physical assets and cash.	A college-wide inventory of capital assets is updated yearly.	
<u>COMMENTS:</u>			
IV.5	Uphold in the highest regard all fiduciary responsibilities	All Business Office personnel will participate in professional development activities each year.	
<u>COMMENTS:</u>			
IV.6	Oversight of the college's budget processes, including compliance and internal financial reporting to all necessary constituents	A college-wide budget report will be included in the agenda for and formally presented during each regular Board of Regents meeting.	
<u>COMMENTS:</u>			

V. Provide Quality Student Services

	Objective	Standard for Success	Result
V.1	Provide comprehensive testing, advising, counseling, career services, and learning resources for students.	75% of students surveyed indicated good or outstanding experiences related to testing, advising, counseling, career services, and learning resources.	
V.2	Provide a comprehensive testing, advising, counseling, career services, and learning resources for all distance learning students.	75% of distance learning students (ITV, cable TV, video-taped/streamed, on-line/web-based, & VCT) surveyed indicated good or outstanding experiences related to testing, advising, counseling, career services, and learning resources.	
V.3	Increase recruiting activities and written correspondence.	Number of annual recruiting events, written correspondence, and activities exceeds previous 3-year average.	
V.4	Provide efficient and accurate records and admissions services to prospective and current students.	75% of students surveyed indicated good or outstanding experience related to records and admissions services.	
V.5	Provide access to faculty and staff to student files for advising.	80% of faculty and staff surveyed indicate good or outstanding access to needed student advising data.	
V.6	Provide admissions assistance for International Students according to SEVIS.	Satisfactory status with the SEVIS program.	

V.7	Adequately administer and process applications for all state and federal financial assistance programs for which Frank Phillips College is eligible.	Annual number of awards and total funds awarded meets or exceed previous 2-year average.	
V.8	Process scholarship applications and administer all institutional and Development Corp. scholarship programs.	Annual number of awards and total funds awarded meets or exceeds previous 2-year average.	
V.9	Provide special programs to make parents and students aware of available financial assistance for higher education.	Number of events for students and parents meets or exceeds previous 2-year average.	
V.10	Provide a safe and healthy living environment that promotes academic success.	75% of students surveyed indicated good or outstanding.	
V.11	Provide a variety of student organizations, dorm activities, campus-wide, and intramural activities.	75% of students surveyed indicated good or outstanding.	
V.12	Provide a comprehensive student support services through the federal grant program TRiO.	75% of students surveyed indicated good or outstanding.	
V.13	Provide a comprehensive communication tool for students through the campus student email system.	75% of students surveyed indicated good or outstanding.	
V.14	Implement a family orientation program that covers all aspects of the college for freshman family members.	Number of attendees should reach a minimum of 100.	
V.15	Increase Tech Prep enrollment through recruiting efforts in the participating high schools.	Number of students petitioning for Tech Prep credit meets or exceeds previous 2-year average.	

VI. Provide Quality Services Related to the Board of Regents, Governance, and Personnel

	Objective	Standard for Success	Result
VI.1	Provide professional development activities A.	88% of regents participate in scheduled professional development activities	
<u>COMMENTS:</u>			
	B.	95% of employees participate in professional development activities	

<u>COMMENTS:</u>			
VI.2	Actively engage in regional accreditation developments	Submit at least 3 employees to serve as SACS evaluators	
<u>COMMENTS:</u>			
VI.3	Maintain adequate faculty and professional salaries	Rank within state-wide average salaries meets or exceeds previous 4-year average	
<u>COMMENTS:</u>			
VI.4	Provide adequate documentation of employee guidelines and procedures	Annually update and disseminate an employee handbook	
<u>COMMENTS:</u>			
VI.5	Comply with all state and federal requirements (e.g., TASB, Attorney Generals Office, etc.) regarding public information and meetings	Necessary college personnel are provided yearly training regarding Open Records and Public Meeting regulations.	
<u>COMMENTS:</u>			

VII. Provide Quality College Advancement Services

	Objective	Standard for Success	Result
VII.1	Maintain updated alumni database	Database is updated annually and remains current	
<u>COMMENTS:</u>			
VII.2	Actively seek to increase annual giving A.	Post information and “ways of giving” on the college website.	
<u>COMMENTS:</u>			
	B.	Include opportunities for giving in all alumni mailings.	
<u>COMMENTS:</u>			
	C.	Mail Alumni & Friends Newsletter each fall & spring	
<u>COMMENTS:</u>			
	D.	Meet annually with private donors	
<u>COMMENTS:</u>			
	E.	Mail the scholarship brochure annually	

<u>COMMENTS:</u>			
	F.	Host an annual donors luncheon	
<u>COMMENTS:</u>			
VII.3	Engaged in auxiliary and support organizations A.	Ensures that the Development Corporation meets and conducts business as needed	
<u>COMMENTS:</u>			
	B.	Conduct an alumni activity each fall & spring (e.g., alumni rodeo, financial seminar, receptions & noted presence in area communities	
<u>COMMENTS:</u>			
	C.	Increase membership in Plainsmen Partners by 5% each year.	
<u>COMMENTS:</u>			
	D.	Assist Plainsmen Partners in campus beautification projects and in fund raising to promote the college.	
<u>COMMENTS:</u>			
VII.4	Increase utilization of media resources A.	Analyze available media opportunities within the college and report findings to the College Advancement Committee	
<u>COMMENTS:</u>			
	B.	Annually update the college promotional video	
<u>COMMENTS:</u>			
	C.	Replace billboards every two years	
<u>COMMENTS:</u>			

RESPONSIBILITIES TO ENSURE SUCCESS

GOALS	Facilities	Technology	Instruction and Educational	Finance	Student Services	Board, Govern. & Personnel	College Advancement
	I	II	III	IV	V	VI	VII
Board of Regents	√	√	√	√	√	√	√
President	√	√	√	√	√	√	√
Executive Vice President	√	√	√	I	√	√	√
Vice President for Administrative Services	√	√	I	√	√	√	√
Dean of Academic Affairs	I	I	√	I	√	√	I
Dean of Allen Campus - Perryton	√	√	√	√	√	√	√
Dean of Student Services	I	I	√	I	√	√	I
Dean of Workforce Development & Extended Education	√	I	√	I	I	√	I
Executive Assistant to the President	√	I	I	I	I	√	√
Director of Student Financial Services	I	I	I	√	√	√	I
Director of Accounting	I	√	I	√	I	√	I
Director of Athletics	√	I	I	I	√	√	I
Director of BCAC	√	√	I	I	√	I	I
Director of Counseling, Testing, & Advising		I	√	I	√	√	
Director of Enrollment Management	I	√	√	I	√	√	I
Director of Industrial Park Complex	√	√	√	I	I	√	
Director of Nursing	√	I	√	I	√	I	
Director of Physical Plant	√	I	I	I	I	I	I
Director of the Learning Resource Center	√	√	√	I	√	I	
Director of Title III		√	√	√	√	I	
Director of Title IV - TRIO		I	√	√	√	I	
Directors of Residence Halls	√	I		I	√	I	
Faculty	I	I	√	I	√	I	I
Activity Center Staff	√			I		I	
Admissions and Records Staff		I	I	I	√	I	
Allen Campus Staff	√	I	I	I	√	I	I
Business Office Staff		I		√	I	I	I
College Advancement Staff		I	I	I	I	I	√
Custodial, Maintenance, & Security Staff	√			I		I	
Extended Education Staff		I	√	I	√	I	I
Institutional Research Staff	I	I	I	I	I	√	√
LRC Staff		I	√	I	√	I	
Student Financial Services Staff	I	I		I	√	I	
Student Services Staff		I	I	I	√	I	
Title III Staff		I	√	I	√	I	
Title IV Staff		I	√	I	√	I	
Workforce Development Staff		I	√	I	I	I	
On-line Educational Services Coordinator		√	√	I	√	I	I
VCT Coordinator		√	√	I	√	I	
Student Organizations Sponsors				I	√		
Contracted Services: Bookstore	√	I	√		√		
Contracted Services: Food Service	√				√		
Contracted Services: IT Services		√				I	
Students	I	I	I	I	√	I	I
Community	√	I	I	I	I	I	I

√ = Input & Control

I = Input

Frank Phillips College Standing Committees and Task Forces

Academic Standards and Curriculum Committee

Chair: Executive Vice President

Purpose: To ensure quality in and justification for the educational programs of Frank Phillips College and provide a means for improvement as needed.

Members:

Chair – Executive Vice President

Dean of Academic Affairs; Director of Counseling, Testing, Advising, & Career Services; Educational Programs Assistant; VCT Coordinator; Six Faculty Members

Strategic Master Plan Goals: III, V(1, 2)

Administrative Cabinet

Chair: President

Purpose: Coordinates and implements administrative policies, develops administrative plans, reviews on-going activities, advises the president.

Members:

Chair - President

Executive Vice President; Vice President for Administrative Services; Dean of Academic Affairs; Dean of Student Services; Dean of Allen Campus/Perryton; Dean of Workforce Education

Strategic Master Plan Goals: I, II, III, IV, V, VI, VII

Allen Campus Advisory Committee

Chair: Elected from the membership

Purpose: This Committee will be comprised of members representing the community including at least one member or his/her designee representing the CDC, PISD, County, City, and three to five members at large. This Committee will serve in an advisory capacity to the Dean of the Allen Campus and will be involved with matters relating to facility access, academic program suggestions and development, and local advancement (fund raising) of the Allen Campus. The Committee, however, will not address matters relating to personnel or governance. The Dean of the Allen Campus will be responsible for establishing agendas and

coordinating meeting times and dates. Original members of the Committee will be charged with establishing the length of terms of individual service and the officer structure. Final authority regarding personnel, budgets, accreditation, and academic offerings will rest with the Executive Vice President of Frank Phillips College.

Members:

Dean of Allen Campus
Community Representatives as chartered

Strategic Master Plan Goals: I, II, III, IV, V, VII

Benefits Committee

Chair: Vice President for Administrative Services

Purpose: To review health, retirement, and general employee benefits and make recommendations to the Board of Regents, through the President.

Members:

Chair – Vice President for Administrative Services
Two elected staff; Two elected faculty; One appointed board member (ex-officio)

Strategic Master Plan Goals: IV(1), VI(1.B, 4)

Campus Beautification Committee

Chair: Grounds Supervisor, Co-Chair
Appointed College Employee, Co-Chair

Purpose: To assist FPC Grounds personnel in cleaning up after winter and preparing for spring planting, etc. Overall, the purpose is to beautify the campus.

Members:

Co-Chair – FPC Employee (at large)
Co-Chair – Grounds Supervisor
Ten Employees (appointed at large)

Strategic Master Plan Goals: I(2)

College Advancement Committee

Chair: College Advancement and Community Relations

Purpose: To develop and recommend to the President a comprehensive marketing plan, a promotional campaign, and other items that enhance and promote Frank Phillips College.

Members:

Chair – College Advancement
Eleven Employees (appointed at large)

Strategic Master Plan Goals: VII

Core Curriculum Task Force

Chair: Dean of Academic Affairs

Purpose: To review and enhance the effectiveness of the Frank Phillips College core curriculum.

Members:

Chair – Dean of Academic Affairs
Four Faculty (appointed at large)

Strategic Master Plan Goals: III(2, 3, 4, 5, 6, 7)

Crisis Emergency Committee

Chair: Dean of Workforce Education

Purpose: To provide value-added, customer service that helps Frank Phillips College; comply with applicable laws and regulations; eliminate or reduce its exposure to accidental and financial loss; and protect against injury to faculty, staff, students and visitors, during a crisis or emergency or that would impede its ability to provide a safe and quality educational experience.

Members:

Chair – A Building Supervisor (appointed at large)
Eleven Employees Serving as Building Supervisors

Strategic Master Plan Goals: I(2, 3), V(10)

Data and Technology (CAMS) Committee

Chair: Coordinator of Institutional Research and Reporting

Purpose: To develop and maintain a total technology plan for the college that meets the needs of the college, is cost effective and addresses all major aspects of the college: instructional services; student services; and institutional services. The committee will serve as a computer users advisory task force that makes recommendations on current and future technology needs.

Members:

Chair – Coordinator of Institutional Research and Reporting
Co-chair – Director of Workforce Training and Grants
Fifteen Employees (appointed at large)

Strategic Master Plan Goals: II, IV(3)

Disciplinary Appeals Committee

Chair: Executive Vice President

Purpose: To consider the individual cases of student problems and to continually review the student conduct policies of the college. Students suspended for disciplinary reasons may appeal action by appearing before this committee.

Members:

Chair – Executive Vice President
Three Faculty; Student Senate Representative

Strategic Master Plan Goals: V(10), VI(5)

Events and Activities Committee

Chair: Faculty member(s) selected by the President.

Purpose: To plan special events for the college, i.e. Christmas Dinner, special events. Recommend to the President plans and procedures connected with all graduation, certificate, and honors ceremonies. To arrange and supervise details of marching, receiving diplomas, including such matters as music, decorations, receptions, caps and gowns, and other details that may arise.

Members:

Co-Chair – FPC Employee (appointed at large)
Co-Chair – FPC Employee (appointed at large)
Thirteen FPC Employees (appointed at large)

Strategic Master Plan Goals: VI(1.B)

Instructional Committee

Chair: Executive Vice President

Purpose: Serves as the consultative body to the Executive Vice President. Performs duties related to instruction and instructional management, divisional supervision, staff development and tasks assigned by the Executive Vice President.

Members:

Chair – Executive Vice President

Dean of Academic Affairs; Educational Programs Assistant; Dean of Student Services; Dean of Allen Campus; Dean of Workforce Education; Athletic Director; Director of LRC & Grant Services; Online Education Coordinator; Director of Enrollment Management; Director of Extended Education

Strategic Master Plan Goals: III, V

Scholarship and Financial Aid Committee

Chair: Dean of Student Services, Co-Chair
Director of Financial Services, Co-Chair

Purpose: To consider and make decisions on recommendations for scholarships. All scholarships must have final approval of the President.

Members:

Co-Chair – Dean of Student Services

Co-Chair – Director of Student Financial Services

Seven Employees (appointed at large)

Strategic Master Plan Goals: V

SCOPE (Strategic Council on Planning and Evaluation)

Chair: President

Purpose: Serves as a consultative body for the president, an avenue to share what is happening at the college. Other college councils and committees shall report to the College Council from time to time on activities. The council shall also serve as a problem solver.

Members:

Chair - President

Executive Vice President; Vice President for Administrative Services; College Advancement; Director of Student Financial Services; Dean of Academic Affairs; Dean of Student Services; Athletic Director; Physical Plant Director; Dean of Allen Campus; Dean of Workforce Education; BCAC Director; Director of Accounting; Director of Enrollment Management ; President’s Executive Assistant; Faculty Association Representative

Strategic Master Plan Goals: I, II, III, IV, V, VI, VII

Student Contests Committee

Co-Chair: Dean of Academic Affairs

Co-Chair: Educational Programs Assistant

Purpose: To serve the Frank Phillips College by coordinating all student academic contests including collegiate competition (CIS Networking and Forensics, Business Professionals, etc.) and contests held on campus for k-12 students (UIL, BPA, FFA, XCEL, etc.)

Members:

Co-Chair: Dean of Academic Affairs

Co-Chair: Educational Programs Assistant

Nine employees (appointed at-large)

Strategic Master Plan Goals: I, II, III, V, VII

Student Critical Linkage Task Force

Co-Chair: Director of Student Financial Services

Co-Chair: Director of Enrollment Management

Co-Chair: Director of Accounting

Purpose: To serve the students of Frank Phillips College by coordinating registration, all forms of financial assistance, and payment in order to facilitate the comprehensive and multi-faceted enrollment process. To serve the college by coordinating all enrollment deadlines, rules, and regulations for reporting accuracy and audit accountability.

Members:

Any of the following, either on a regular basis or on an ad-hoc basis as needed and when called upon by the co-chairs: Director of Counseling, Testing, Advising, and Career Services; Director of Athletics; Director of Nursing; Director of the Industrial Park Complex; College Advancement; Financial Aid Assistant; Coordinator of Business/Industry Training; Coordinator of Allied Health; Coordinator of Records & Reporting/VCT Coordinator; Coordinator of Extended Education; College Recruiter; or other college personnel as necessary

Strategic Master Plan Goals: II (2.B, 3), III (1, 2, 7), IV (1, 2), V (1, 2, 4, 7, 8)

Student Services Committee

Chair: Dean of Student Services

Purpose: Functions as the coordinating agency for all services involving students. The committee serves in an advisory capacity to the college administrative

officers in those areas designed by the Dean of Student Services including orientation.

Members:

Chair – Dean of Student Services

College Advancement; Director of Student Financial Services; Director of Counseling, Testing, Advising, and Career Services; Director of Stephens Hall; Educational Programs Assistant; Director of LRC and Grant Services; Title IV Advisor/Counselor; Director of Enrollment Management; Goins Hall Director; Three Faculty Members; Student Senate Representative; PTK and/or CKI Representative

Strategic Master Plan Goals: V

Title III Advisory Committee

Chair: Title III Activity Director

Purpose: The purpose of this committee is to review, propose, and implement strategies to increase student retention, propose and approve purchase of technology designed to improve teaching strategies, and to investigate and design faculty and staff development opportunities.

Members:

Chair – Title III Activity Director

Title III Retention/Intervention Specialist; Dorothy Dent – Title III Tutor Trainer/Facilitator; Title III Activity Director; Four Faculty Members

Strategic Master Plan Goals: IV(2), V(1, 2, 7, 10), VI(5)

Workforce Advisory Committees

Chair: Facilitated by the Dean of Workforce Education
Each committee is chaired by an elected business/industry representative

Purpose: To help a college document the need for a workforce education program; To ensure that the program has both adequate resources and a well designed curriculum to provide students with the skills, knowledge, and behaviors necessary to successfully meet the needs of business and industry; Evaluate the goals and objectives of the program curriculum; establish workplace competencies for the program occupation(s); Advise college personnel on the selection and acquisition of new equipment; Identify local business/industry leaders who will provide students with external learning experiences, employment, and placement opportunities; Assist in the professional development of the faculty; Assist in promoting and publicizing the program to the community, business and industry; Represent the needs of students from special populations

Members:

Advisory committees are composed of persons who broadly represent the demographics, including the ethnic and gender diversity, of the institution's service area as well as the demographics of the occupational field. Committee members are knowledgeable about the skills used in the occupation for which they are providing information and guidance. Members are drawn from both the private and public sectors with an emphasis on business, industry, and labor organizations.

Workforce Advisory Committees:

Accounting, Administrative Assistant, Agriculture, Allied Health, Business & Management, Cosmetology, Criminal Justice, Air Conditioning and Heating (HVAC), Industrial Manufacturing (IMAT), Management Information/Computer Sciences (MIS), Mobile Drilling and Rough-necking Industry Learning Laboratory (Mo-Drill), Safety Training, Vocational Nursing, Welding

Strategic Master Plan Goals: I(2), III(4, 5, 6, 7)

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