Institutional Planning Committee (IPC) Meeting

Friday, March 11, 2016

1:00 – 3:00 p.m.

City View Conference Room, B10-401

Members Attending: Juanita Celaya, Jia Chung, Michael Claire, Sandra Stefani-Comerford, Laura Demsetz, Alicia Frangos, David Laderman (co-chair), Ludmila Prisecar, Kristi Ridgway, Stephanie Roach, Henry Villareal, Mary Vogt, Danuta Wang, Jasmine Witham, Andreas Wolf

MEETING SUMMARY

Sandra Stefani-Comerford co-chaired with David Laderman.

Review of the Agenda

Item number 5, Committee Participation Satisfaction Survey was added to the agenda.

Review of the Summary Notes from the February 5, 2016 meeting

The summary notes were approved.

Arts on Campus

Rebecca Alex attended the meeting to speak on re-establishing the Art on Campus Committee as a task force, with the possibility of it developing into a committee. Some initiatives of the task force will include, facilitating art collaboration at the college, displaying more student success posters, developing and locating exhibition areas throughout the college, recommending procedures for documentation and care of art works and finding funding. These were some of the suggestions from the discussion:

- Influential alumni posters should be displayed to encourage students.
- Student success posters should be strategically displayed according to its relevance throughout the college.
- Art work and posters should be rotated more frequently.

IPC approved the Art on Campus Task Force. Task force constitution, governance, reporting structure, members, etc. to be determined as the task force develops. Updates to IPC to follow.

Mission Statement Revisions – Homework from February 5 meeting

The committee decided to postpone this agenda item. Alicia Frangos, David Laderman, and Mary Vogt to compile member suggestions from a previous IPC meeting for discussion at a future meeting. Mission statement revision will be disseminated to committee members prior to the meeting.

Committee Participation Satisfaction Survey

This survey is intended to acquire, from members of the committees, their feedback, in order to facilitate Participatory Governance across campus. IPC reviewed a 2013 spring survey that was distributed by Mary Vogt to determine if the questions should be modified or remain as is (2013 survey was conducted as part of the Accreditation process). Sandra Stefani-Comerford noted that, if the questions remained the same (not that they have to), it would be beneficial for comparison purposes. Laura Demsetz suggested including open-ended questions after each questions in order to understand why. The current survey is fine as is for documentation and comparison purposes but does not address how to improve. Michael Claire noted that we need to get a sense of how members feel about the current systems. Do they understand it and find it reasonable? Do they have an opportunity to state their opinions and feel safe doing so? Do they feel listened to? Do they understand their role in the decision making process as some committees actually make the decisions and often times it's a recommendation? After discussion, it was decided that new questions should be drafted to incorporate the Below the Green Line component. David, Kristi Ridgway, Stephanie Roach, and Mary Vogt to draft new survey questions for discussion at a future IPC meeting.

Henry Villareal suggested that the role of IPC should be clearly defined before the new survey is disseminated to the other committees. As such, IPC concluded to disseminate the existing survey as is for Accreditation documentation purposes. IPC reviewed the Compendium of Committees to determine the committees that should receive the existing survey. The selected committees are as follows:

- Institutional Planning Committees
    - Homepage for all Institutional Planning Committees
    - Institutional Planning Committee (IPC)
    - Center for Academic Excellence (CAE)
    - Basic Skills Initiative (BSI)
    - Distance Education and Educational Technology Committee (DEETC)
    - Diversity In Action Group (DIAG)
- College Committees At Large
    - Associated Students Senate
    - Classified Staff Planning Committee
    - College Auxiliary Services Advisory Committee (maybe)
    - International Education Committee
    - Sustainability Committee
- Academic Senate Committees
    - College of San Mateo Academic Senate
    - Academic Senate Governing Council
    - College Assessment Committee (CAC)
    - Committee On Instruction (COI)
    - Learning Support Centers Coordination Committee (LSC)
    - Library Advisory Committee (LAC)

Next Meeting: April 8, 2016, CSM 10-401