

Institutional Planning Committee (IPC)
Meeting Summary
[March 30, 2009, 2:15pm, and 12-170]

Members Present:

Jennifer Hughes, Co-Chair
Diana Bennett, Co-Chair
Jeremy Ball, SLO Coordinator
Laura Demsetz, COI
Rick Ambrose, BPC
Martha Tillmann, Distance Ed
Sandra Comerford, HR
Virgil Stanford
Milla McConnell-Tuite
John Sewart
Jing Luan
Susan Estes
Megan Claire

Members Absent: Henry Villeral, Andreas Wolf, Robert Schwartz Mike Claire

Guests Present: *Marsha Ramezane, Marsha Bednarek*

Action on Agenda: *No changes to agenda*

Action on Meeting Summary: *No previous meeting summary*

Issues Discussed:

Possible Executive Committee
Overall Institutional Planning Process & Structure
IPC Committee Goals & Timelines
PRIE Update
Reminders for all IPC Chairs
Integrated Workshop May 11th

Suggestion: *Sub committee consisting of Jeremy Ball, Milla McConnell-Tuite, John Sewart to work on template and key terminology for committees*

Actions Items: *PRIE sub committee to design work plan templates for IPC committees and to include key terminology*

Discussion	Action	Person(s) Responsible	Timeline
IPC work plans	Develop work plan template with key terminology	Jeremy Ball John Sewart Milla McConnell	4/27/09
Mission & Tasks	Draft Outline	IPC Chairs	5/8/09
Scorecard from 07-08	Develop Scorecard		
2008-2011 Strategic Plan	Develop measurable indicators		

Agenda for Next Meeting: *To be submitted*

Next Meeting: *Monday, April 27, 2009, 12:45pm, BLDG 12-170*

Summary Prepared by: *Diana Bennett, Co-Chair IPC, 4/01/09*