

**Institutional Planning Committee [IPC]
Meeting Summary
Friday, April 17, 2009
1:30 p.m. – 3:00 p.m.
12-172**

Members Present:

*Rick Ambrose
Megan Claire
Michael Claire
Sandra Comerford
Susan Estes
Jennifer Hughes
Milla McConnell-Tuite
Eileen O'Brien
Martha Tilmann
Henry Villareal*

Action on Agenda: No changes to the agenda

Action on Meeting Summary: IPC members made suggestions to delete the timelines from the table of Action Items.

Issues Discussed:

Institutional Priorities

IPC began to develop institutional priorities based on the numerous recommendations outlined in the Educational Master Plan (EMP). It is important that the priorities are measurable and evidence-based, in order to meet accreditation standards. In discussing institutional priorities, the following emerged:

- identify core mission; what will CSM focus on/what might we need to let go of?
- continue to foster academic excellence; build upon our reputation in the community
- support student success and retention
- invest in professional development activities, including customer service
- review reason for decline in transfer
- examine program mix

- increase activities that foster student engagement
- ensure financial stability and accountability
- improving institutional dialog

Other suggested priorities:

- **Phase out** - instructional programs which have low student demand should be discontinued in the next three years. If adopted, division deans should be provided guidelines and the process should be implemented with college collaboration.
- **Streamlining** – explore consolidation of instructional programs within the district; reduce redundancies

District Strategic Plan Recommendation: Identification of Top 10 Priorities for CSM

The District has requested that each college review the District Strategic Plan, which includes 53 recommendations, and identify their “Top 10” priorities. IPC reviewed the list of recommendations and have identified CSM’s “Top 10” priorities for CSM. These priorities align with the institutional priorities that we are developing based on our review of the EMP

- 1.2b: Develop a holistic delivery framework that supports the access and success of diverse student populations, promotes institutional vitality and viability, and serves all students equitably.
- 2.2a: Identify gaps in student educational achievement. Develop holistic approaches designed to retain students, including approaches in teaching intervention, learning styles, financial aid and counseling.
- 2.2b: Build more partnerships and bridges with Pre-K through 16 educational leaders and strengthen the College Connection program in a way to encourage high school students to attend College.
- 2.4c: Identify strategies for understanding and addressing the decreasing trend in transfers to CSUs.
- 3.1c: Strengthen course offerings, services and workplace opportunities that prepare students for the demands of the contemporary workforce.
- 4.1. Fiscal Environment (**We did not specify which of the three recommendation under 4.1 would be our priority. We may need to do this at the next meeting, although all three are important.**)

- 4.5a: Strengthen professional and academic development opportunities for faculty and staff.
- 4.5b: Strengthen faculty and staff development that supports activities to meet accreditation standards.
- 4.5c: Continue to raise cultural awareness and to provide diversity training.
- 5.1a: Establish policies and planning activities that are coherent, transparent, and available to all stakeholders.
- 5.1c: Provide extensive, integrated and coordinated research and planning efforts and resource allocation framework to support the improvement of teaching and learning.

Integration of Planning Committees and Committee Plans

It is important that the Chairs of each committee communicate with the members of their committees, as well as each other. In developing their respective plans, there may be areas of overlap from one committee to another.

Actions Items:

Discussion	Action	Person(s) Responsible	Timeline
Institutional Priorities	Compose language for Institutional Priorities for next meeting.	Jennifer Hughes Milla McConnell-Tuite Henry Villareal, Diana Bennett	
Integrated Planning Workshop	Plan for May 11 workshop	IPC committee members	

Agenda for Next Meeting: To be submitted

Next Meeting: Monday, April 27, 12:45 p.m. – 2:15 p.m.

Summary Prepared by: Dennis Tordesillas, April 24, 2009