

Institutional Planning Committee [IPC]
Meeting Summary
Monday, May 4, 2009
12:45- 1:30 pm.
12-170

Members Present:

Rick Ambrose
Jeremy Ball
Megan Claire
Sandra Stefani Comerford
Laura Demsetz
Susan Estes
Jennifer Hughes
Jing Luan
Milla McConnell-Tuite
John Sewart
Virgil Stanford
Martha Tilmann
Henry Villareal
Andreas Wolf

Action on Agenda: None

Action on Meeting Summary: Approved

Issues Discussed:

Institutional Priorities

The committee reviewed the revised draft document, Institutional Priorities 2008-2011, which had been prepared by PRIE in consultation with Jennifer Hughes and Henry Villareal. Modifications were made which resulted in some of the initially proposed priorities being included in others. Five institutional priorities remain and were agreed upon. It was suggested that the College mission statement be added to the priorities. The recommended institutional priorities will be presented to College Council on May 6. Additional work will be done to consolidate, where appropriate, the strategies associated with each priority. The revised strategies will be emailed to the committee prior to the next meeting for

review. The list of indicators is still being compiled, so should not be considered complete at this time. Once completed, PRIE will propose the core indicators that should be included in the Scorecard. We will use 2008-09 data as the baseline year for the indicators.

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

It was agreed that we should add all three of the recommendations to 4.1 Fiscal Environment. These include:

4.1.a: Continue and expand initiatives and services that optimize enrollment

4.1.b: Implement the SMCCCCD Foundation business plan to increase its net asset value and to distribute more scholarships and grants

4.1.c: Pursue additional state, federal, philanthropic and corporate funding.

In addition, it was agreed that we should also add:

5.1.b: Include in all plans definitions and demonstration of student success to ensure that communication strategies at the District and College levels prominently showcase student success.

Jennifer will forward the revisions to Jing.

Review Role Of PRIE

The role of PRIE was provided to IPC. A document outlining key points about PRIE was distributed and discussed. Background information was provided regarding the establishment of PRIE, as well as information about its mission. The role of PRIE as a resource to the "public" was discussed. It was suggested that PRIE clarify who constitutes the "public." In addition, it was suggested that the Grants Support section be further clarified, particularly as it relates to the level of support that can be expected from members of the college community. It is important to remind everyone of the role that PRIE plays in reporting and disseminating accurate data and information in a uniform and consistent manner. In order to support an integrated planning model, it is imperative that we have standard templates for documents and reports. PRIE will be conducting orientations with all integrated planning committees. PRIE reports to the President and has already developed a research agenda that they are working from. As expected, the majority of the agenda involves accreditation related research, study, documentation and reporting. While PRIE will entertain all research requests, they will need to be prioritized. At this time, priority will be

given to work related to accreditation, integrated planning and identified institutional priorities.

Committee Chair Reminders:

It was noted that some committees have not yet forwarded their mission statements to PRIE for posting on the PRIE website and to Susan for inclusion in the Faculty Handbook. In addition, all chairs are reminded to forward all meeting agendas and summaries to PRIE for posting to the PRIE website.

Actions Items:

Discussion	Action	Person(s) Responsible	Timeline
Institutional Priorities	Consolidate strategies; review strategies prior to May 20 meeting	PRIE, IPC Co-chair	May 20, 2009

Agenda for Next Meeting: Finalize CSM's Institutional Priorities and Strategies

Next Meeting: Monday, May 20, 12:45 p.m. – 1:30 p.m.

Summary Prepared by: Jennifer Hughes, May 14, 2009