

Institutional Planning Committee Workshop
Friday, September 4, 2009
9:00 a.m. to 3:00 p.m.
CSM Theatre

IPC Committee Members Present: Diana Bennett (co-chair), Michael Claire, Sandra Stefani Comerford, Laura Demsetz, Kevin Henson, Susan Estes, Joyce Heyman, Jennifer Hughes (co-chair), Deborah Laulusa, Jing Luan, Milla McConnell-Tuite, John Sewart, Virgil Stanford, Steffi Santana, Martha Tilmann, Huy Tran, Henry Villareal

Members Absent: Rick Ambrose, Jeremy Ball, Andreas Wolf

Guests: Institutional Planning Committee Members

DIAG: Sylvia Aguirre-Alberto, Kate Motoyama, Steffi Santana

Human Resources: Eileen O'Brien

Technology: Lorrita Ford, Michele Brown, Rene Renard, Michele Alainz

Review August 12 Meeting Summary

The August 12 meeting summary was approved.

Review of Integrated Planning Efforts to Date

Because the workshop was expanded to include members of the institutional planning committees, a review of the integrated planning efforts was provided. Documents describing the integrated planning efforts were distributed, including the Institutional Planning Committee Structure, Institutional Plan Relationships, and Committee Mission and Tasks.

Review of Committee Plan Template

The template for the institutional plans was reviewed. There were suggested changes to the Plan Template; specifically, there was a suggestion to number/reference and possibly group the EMP recommendations and the District Strategic Plan recommendations. Questions were raised regarding the purpose of reporting the "Relationship to other Key Planning Documents or Mandates." While we do need to demonstrate to ACCJC that our institutional plans are informed by these planning documents, we also need to make sure that the planning committees are carefully reviewing these and other documents, particularly the EMP recommendations, as they might inform or become goals and objectives for committee plans.

[During the discussion of the Plan Template, there was preliminary discussion about graphically annotating or indexing the Educational Master Plan's recommendations to](#)

[show how they connect to the Institutional Priorities and Objectives; Laura Demsetz offered to assist if this was desired.](#)

Committees were reminded that the plans are due November 9. Plans may need to be modified after the November 9 due date. Thus, the first submissions will be considered "first drafts."

Integrating Committee Plans, Group Brainstorm Activity

A brainstorming activity was conducted to assist committee members in understanding the relationship between the Institutional Priorities and Institutional Objectives and the Committee Plan goals, objectives and actions. Using Institutional Priority #3, *Promote Relevant High-quality Programs and Services*, and Institutional Objectives, *Revamp or Eliminate Low Enrolled Programs and Build Capacity for Emerging High Demand Programs*, the group brainstormed how their respective plans might contribute to this particular Institutional Priority and the Institutional Objectives used in the exercise. For example, if a new, emerging high-demand program were to be introduced at the college, it would be important to identify the human resources and technology needs, distance learning opportunities, etc. required to implement and sustain the new program. These should be reflected in the specific committee plans to ensure a holistic, institutional approach to address this particular institutional priority. As committee plans are developed, committee chairs/members are encouraged to communicate with one another so that planning efforts are integrated. IPC will review all the plans to further ensure integration and to establish priorities.

Committee Members Work on Plans

Committee members spent time in the afternoon working on their respective plans. Committees were reminded that they are not required to address all Institutional Priorities, as some may not be appropriate for a particular committee. In addition, it was suggested that 5-7 goals is an appropriate number for each committee plan.

Revisions to Institutional Planning Documents

The revised College Index of Indicators and Institutional Planning Priorities documents were distributed. It was suggested that the Plan Relationships diagram document be modified to reflect the DIAG plan as a specific plan, similar to the Enrollment Management Plan, Human Resources Plan, Technology Plan, and Distance Education Plan. DIAG plan will assume responsibility for the Student Equity Plan, even though their plan may be broader in scope.