Institutional Planning Committee (IPC) Meeting Summary
Friday, November 6, 2009
1:30 – 3:30 p.m.
Building 16, Room 107

Present: Rick Ambrose, Jeremy Ball, Diana Bennett (co-chair), Sandra Stefani Comerford, Laura Demsetz , Susan Estes, Kevin Henson, Joyce Heyman, Jennifer Hughes (co-chair), Jing Luan, Deborah Laulusa, Steffi Santana, John Sewart, Virgil Stanford, Martha Tilmann, Huy Tran, Henry Villareal, Andreas Wolf

Absent: Michael Claire, Steffi Santana, Virgil Stanford, Milla McConnell Tuite

Guests: None

Review of Day's Agenda

 The meeting agenda was approved.

Review of October 2 Meeting Summary

The meeting summary was approved. No changes.

Accreditation Update – TABLED

PRIE Updates

John provided an update on some of the major work activities taking place in PRIE
- The College Index continues to be populated with 08/09 data. PRIE will next develop the targets for 09/10. With respect to the Institutional Plans, due November 9, PRIE will develop a common format and style, so that the plans have a consistent look and feel.

- The Noel-Levitz student satisfaction survey will be administered in spring, 2010 at all three colleges. This was the recommendation of the District Research Council. According to Jing, there are some cost savings if the colleges all administer the same survey, as it will enable us to do large volume ordering of the surveys. Concern was expressed about the administration of the CCSSE, which was not administered last spring and was scheduled for administration in spring, 2010. If Noel-Levitz is

administered spring, 2010, CCSSE would not be administered until spring, 2011. The CCSSE was the recommendation of the Student Learning Outcomes and Assessment Committee as a way of measuring GE SLOs. Jing mentioned that there is minimal overlap between the Noel Levitz and CCSSE. John mentioned that a limited number of questions may be added to the Noel Levitz. Further discussion of this item with Cabinet, PRIE and the Chair of SLOAC is needed.

- Updates on Committee Plans – Committee chairs provided updates on their plans, which are due Monday, November 9. All chairs indicated that they would be able to meet the deadline, though the plans will need further refinement. The majority of chairs indicated that the grid portion of the plans (which outlines goals, objectives and action steps) are in good shape. The narrative sections may not be as lengthy as initially recommended by PRIE. The plans should be submitted to Jennifer. PRIE will work on format and style of the plans. The plans will be posted to the PRIE website. I

Some overarching concerns about the plans were raised:

1. Many plans may include action steps for PRIE to develop and administer surveys. PRIE may not be to handle the workload. Further, we need to be careful not to inundate students and faculty with surveys.
2. Given the budget crisis, committees may not be able to accomplish the goals they have established. For example, the Budget Planning Committee has two goals which have fiscal implications – 1) establish an appropriate contingency fund for the college, 2) provide a line item to support technology and equipment needs. These goals may be difficult to accomplish in the current budget environment. When we evaluate the plans, we will need to address why some goals were not reached.
3. The institutional planning process that we have established may not always facilitate timely decision making. For example, the college is currently outfitting faculty offices in Buildings 15 and 17. Purchase orders must be submitted now in order to have the equipment (computers/printers) in place for faculty prior to the start of the spring, 2010 semester. There is not sufficient time to vet recommendations for the types and quantity of computers/printers through the Technology Committee, IPC, College Council and Cabinet prior to submitting the requisitions. This may result in questions/concerns from end users about how the decisions were made. As we move forward, we will need to find ways to accelerate processes in order to meet externally imposed deadlines.

Role of IPC in Institutional Dialogue on "Vision for CSM" - TABLED

Other Items

Next Meeting: Friday, November 20, 1:30-3:30, Building 16, Room 107