

Institutional Planning Committee (IPC) Meeting
Friday, February 5, 2010
1:00 – 2:30 p.m.
Building 15-Room 155

Members In Attendance: Rick Ambrose, Diana Bennett (co-chair), Michael Claire, Sandra Stefani Comerford, Laura Demsetz, Susan Estes, Frederick Gaines, Kevin Henson, Joyce Heyman, Jennifer Hughes (co-chair), Deborah Laulusa, Milla McConnell-Tuite, John Sewart, Huy Tran, , Henry Villareal, Andreas Wolf

Members Absent: Jing Luan, Steffi Santana, Virgil Stanford

Review of Day's Agenda

Agenda approved

Review of January 22 Meeting Summary

The summary of the January 22 meeting was approved. There were no corrections or changes to the summary.

Accreditation Update

Susan stated that the Follow Up report to ACCJC has been accepted. She sent an all college email to this affect. We are on track. She mentioned that we might wish to look at the ACCJC website. Only 1 college from those submitting self studies was pt on warning. There seems to be a better sense in the field as to what is now expected from ACCJC.

PRIE Update

Milla stated that the Program Review data will be available to divisions by February 22. Other data, more easily extracted, was already provided to the divisions in December, 2009. Milla and John have been meeting with Diana to rework the Program Review forms to make them more user-friendly. The revised forms will go to Academic Senate Governing Council for their review.

Milla provided a copy of the Inventory of Survey, Focus Group and other Data Collection requests for PRIE. This inventory reflects the requests from the institutional planning committees for surveys, as well as our own internal plans. We need to be careful not to inundate faculty and staff with surveys. It was

suggested that we're likely to get a better response rate if faculty and staff are asked to respond to surveys all at one time, rather than being requested time after time over the course of a semester. There was a sense that faculty would be more willing to give 1 hour of time at one time during the term to respond to all survey requests.

There was a brief discussion about the need for a data dictionary. There is no such dictionary in Banner. This has implications for Program Review and other internal data reporting and analysis.

Milla also shared information about the comprehensive review that was done last December regarding the success and retention rates of our traditional and distance education offerings. This information will be important for the Distance Education Committee to examine carefully and for accreditation purposes. To date, the report reflects fall data. Eventually, we will want to examine fall, spring and summer data.

Ad Hoc Steering Committee Update

Laura and Huy provided an update on the establishment of the IPC Ad Hoc Steering Committee. Letters were sent from Huy and Laura to all faculty seeking the names of 1 – 4 representatives from each division; a letter to CSEA requesting 1-4 classified representatives, and a letter to the Associated Students President requesting 1-4 student representatives. The deadline for submitting names is February 8th. A first meeting of the committee will be held within 1-2 weeks of constituting the committee. The co-chairs will remind the members of the committee that their charge is to guide the process for establishing broadly accepted criteria with which the campus will make decisions about programs and services as the budget expands and contracts. The committee will not be making any recommendations. It was recommended that the committee establish a bulleted list of the criteria which can ultimately be forwarded to Academic Governing Council.

Meetings with Committee Chairs, Friday, February 26

Meetings with each of the chairs of the institutional planning committees have been set for Friday, February 26. At these meetings, the small group from IPC (Diana Bennett, Susan Estes, Jennifer Hughes and Milla McConnell-Tuite) will provide feedback to the chairs on their committee plans. Subsequent meetings will be held with each of the committees. There is an expectation that the plans will then be revised and resubmitted to IPC.

Other Items

No additional items were discussed.

Next Meeting

March 5, 1:00, Building 15, Room 155