

## **Institutional Planning Committee (IPC) Meeting Summary Friday, March 5, 2010**

Present: Rick Ambrose, Diana Bennett (co-chair), Michael Claire, Sandra Stefani Comerford, Laura Demsetz, Susan Estes, Lorrita Ford, Frederick Gaines, Kevin Henson, Jennifer Hughes (co-chair), Deborah Laulusa, Jing Luan, Milla McConnell-Tuite, Steffi Santana, John Sewart, Virgil Stanford, Huy Tran, Henry Villareal

Absent: Joyce Heyman, Deborah Laulusa, Andreas Wolf

### **Review of Day's Agenda**

Program Review was added to the agenda, which will be addressed by Diana. Lorrita was welcomed as the new co-chair of the Distance Education Committee.

### **Review of February 5 Meeting Summary**

The meeting summary was approved.

### **Accreditation Update**

The Substantive Change Report was approved by the Board of Trustees and subsequently submitted to the Commission. The Commission had a few questions about the report that were answered in a follow up phone call with a member of the Commission and Susan Estes. The report was subsequently approved and is posted on the PRIE website.

### **Program Review Update**

Diana reported on the Program Review forms which have been revised based on a meeting with she and Milla. The new forms were reviewed at an Academic Senate Governing Council meeting.

Diana had received some feedback from a few faculty members who were concerned that the additional data needed for Program Review was delayed in reaching the divisions. Diana talked with the faculty about what specific data that were needed, which she would communicate to PRIE. She indicated that no one had specific requests. There will be an opportunity for faculty to provide

feedback on the Program Review process through a survey that is being developed. This will be an important part of the comprehensive evaluation of CSM's institutional planning efforts.

John also mentioned that the additional data includes comparison data regarding success and retention of courses offered through the distance education mode vs. traditional instructional mode over three fall terms. In the future, PRIE will include spring data. Milla mentioned that the Program Review form for Student Services will be modified slightly, specifically with respect to the data sources.

### **PRIE Update**

Milla and John reported that the Program Review information and revised templates are now online. They are also working with the IPC co-chairs to revise the Planning Calendar. A revised draft will be presented to IPC later this semester. It was suggested that we consider using Microsoft Project for the Planning Calendar. John provided additional information on the Noel-Levitz survey which will be administered this spring at all three colleges. There are some additional questions that will be asked that will focus on GE SLOs.

### **Ad Hoc Steering Committee Update**

Laura and Huy reported on the two meetings that have been held with the IPC Steering Committee. The first meeting was intended as an introduction for the group, including a review of the charge of the Steering Committee. The group will be discussing ways in which to engage the college community in discussions this semester regarding possible criteria.

### **Update on Institutional Committee Plans**

The members of PRIE responsible for reviewing the institutional plans (Susan, Milla, Diana and Jennifer) have met with the chairs of all institutional planning committees, with the exception of the Distance Education Committee, which is being reconstituted. The discussions with the committee chairs were very positive and productive. A couple of themes emerged in the plans. One is that many committees may need additional guidance with the "assessment/evaluation of goals" section of the plan. Milla will meet, as requested, with committee chairs to provide guidance in this area. Secondly, there needs to be greater collaboration between various district efforts and the work of the institutional planning committees. While we do have district representatives on some of the institutional planning committees (e.g. Technology) additional meetings may be needed to help ensure collaboration

and ensure that appropriate district staff/district committees are aware of CSM's institutional planning processes. Jennifer and Susan will coordinate meetings with appropriate institutional committee chairs (Technology, Distance Education and Human Resources) and district personnel to discuss strategies for improving coordination.

The institutional committee plans should be revised and submitted to IPC by April 16. The plans will then be posted on the PRIE website for college wide review and input.

**Other Items**

None

**Next Meeting**      March 19, 2010  
1:00 – 2:30 p.m. Building 15, Room 155