

Institutional Planning Committee (IPC) Meeting Summary

May, 2010

B5, 21Room 339

Members Present: Rick Ambrose, Diana Bennett (co-chair), Sandra Stefani Comerford, Laura Demsetz, Susan Estes, Lorrita Ford, Kevin Henson, Jennifer Hughes (co-chair), Jing Luan, Beverley Madden, Milla McConnell-Tuite, Steffi Santana, John Sewart, Huy Tran, Henry Villareal, Andreas Wolf

Members Absent: Michael Claire, Joyce Heyman, Deborah Laulusa, Jing Luan, Stefi Santana, Virgil Stanford, Chandra Vanajakshi

Review Day's Agenda

The meeting agenda was approved. One item was added to the agenda: Diploma/Certificate data

Review May 7 Meeting Summary

The meeting summary of May 7 was approved. There were no suggested changes.

Review IPC Assessment Results

PRIE staff provided preliminary information regarding the assessment survey of our institutional planning processes that was administered to the major planning bodies at the institution. There were 65 employees on the distribution list for this survey. 22 responses had been received to date; the feedback is largely positive. More detailed information about this and other surveys administered spring, 2010 will be reviewed at a subsequent IPC meeting.

Review College wide Feedback of Institutional Plans

Once the institutional plans were reviewed and revised, they were posted to the PRIE website. An email was sent out to all CSM employees inviting their

comments on the plans. PRIE staff provided preliminary information regarding the feedback that was received. More detailed information will be forthcoming from PRIE when IPC reconvenes in the fall, 2010 semester.

Review Format for Institutional Plan Review

IPC will hold a special meeting over the summer (June 23) to review the institutional plans in greater detail, with specific emphasis on the integration of the plans with one another and a careful review of the action steps of each plan. Diana, Milla, and Jennifer will provide a first level review of the plans and bring annotated copies to the summer meeting. This first level review will include identifying those action steps in the plans which have budgetary implications (e.g. fiscal or human resources needed.) With limited funding, IPC may need to prioritize these action steps, and fund those activities which most align with institutional priorities. Copies of the annotated plans will be distributed to committee members prior to the June 23 meeting.

Accreditation Update

Susan reported that over the course of the 2009-10 year, appropriate faculty/staff have been providing responses to the Plans for Improvement that we identified in the 2007 Self Study. Many responses have already been submitted. These responses, as well as responses to the ACCJC recommendations, will constitute the Midterm Report. A first draft of the report will be available for employee feedback for accuracy of the information contained in the report at the start of the fall semester. The report will go to the Board in September, 2010. In addition, the annual SLO report will be prepared and submitted by the June 30 deadline.

IPC Steering Committee Update

Laura and Huy, co-chairs of the Ad Hoc IPC Steering Committee, provided an update on the work of the committee. The final survey has been sent out to all employees. 117 responses have been received to date. The survey information will be reviewed by the committee and the co-chairs will prepare a final report for IPC. This report will be sent to the IPC co-chairs by the end of the semester. Diana and Jennifer will then send an all college email regarding the next steps in the process.

Other Items

Diploma/Certificate Data

There were concerns raised about the inconsistencies that exist on the Website and in Banner regarding CSM's diploma and certificate recipient data. This needs to be corrected so that all sources report the same information. In addition, it was mentioned that we will likely see a drop in our degree recipients next year, now that CSM no longer has a Liberal Studies Degree. Henry reported that of the 460 degrees issued this year, 171 were in Liberal Studies.

Next Meeting: June 23, 2010, 12:00 – 4:00 p.m., B5, 339 (Lunch Provided)