

Institutional Planning Committee (IPC) Meeting Summary

June 23

12:00 – 3:00

B5, Room 339

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

Members Absent: Chandra Vanajakshi

Review Day's Agenda

The meeting agenda was approved.

Review Institutional Plans (All)

The committee reviewed each institutional plan in detail. The committee discussed proposed changes made as a result of an initial review by the small review team (Diana, Jennifer and Milla.) The committee discussed those action steps that require fiscal or human resources in order to be accomplished. In some plans, additional action steps were suggested in order to strengthen the integration with other plans. As a result of the review, the chairs of the committees were asked to:

1. Make the recommended changes to their plans. Jennifer will send each committee chair the minor edits that were made at the time of the initial review and during the meeting. Chairs will be responsible for revising plans in those areas where more substantive changes are needed.
2. Consult with their committees regarding the more substantive changes to ensure agreement by committee members with the recommended changes. It is hoped that this can be accomplished by email if an in person meeting of committees is not possible.
3. Eliminate the use of "indirect and direct" in the "Resources Estimated" section of the plans. Instead, estimate, as best as possible, the specific

dollar amount needed for actions steps with fiscal or human resources needs. Identify whether the cost spans a one, two, three or four year period. Where there are existing personnel to carry out the planned activity, a generic statement should be used: "Existing staff sufficient to carry out activity." If additional staff time is needed, again estimate cost.

4. Update timelines as needed.
5. Submit revisions in Word to Jennifer by July 12.

Plans for Reviewing Information Received from Ad Hoc Steering Committee/Finalizing Criteria

The Ad Hoc IPC Steering Committee has concluded its work and submitted a final report to the IPC co-chairs. The final report includes the May survey results which provide an indication of the level of support for a number of

- principles that provide a foundation for decision-making;
- talking points that could be used as criteria to guide decisions in the development of the 2011-2012 budget;
- strategies that can be used to help implement decisions under multiple criteria; and
- additional ideas whose implementation would require more time to develop

It was suggested that a subgroup of IPC, to include Diana and Jennifer (IPC co-chairs), Huy and Laura (Ad Hoc Committee co-chairs), Susan and Mike (Cabinet), Kevin (member of the Ad Hoc Committee), and Henry and Lorrita (additional IPC members) meet to discuss next steps for the development of the criteria to be used in decision making. PRIE will provide data in response to the highest ranking talking points (e.g., Tb.5 - identify and preserve an appropriate number of English and Math sections at the AA competency levels.) PRIE will compile these data for review by the subgroup. The first meeting of the subgroup will be convened later in the summer.

Other Items

None

Next Meeting: Tentatively Set for July 14, 1- 4 p.m.