

## **Institutional Planning Committee (IPC)**

### **Meeting Summary**

**Friday, October 8, 2010 1:00 – 2:30 p.m., 5-339**

**Members Present:** Rick Ambrose, Diana Bennett (co-chair), Sandra Stefani Comerford, Laura Demsetz, Susan Estes, Lorrita Ford, Kevin Henson, Deborah Laulusa, Milla McConnell-Tuite, Huy Tran, Henry Villareal, Andreas Wolf

Not Present: James Carranza, Kevin Henson, Jennifer Hughes, Beverley Madden

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

The meeting agenda was approved.

#### **Review October 8, 2010 Meeting Summary**

The summary of the meeting of September 3 was approved.

#### **Review Institutional Plans Action Steps with Budgetary Implications**

Committee members discussed additional updates to the action steps in their plans with budgetary implications. No prioritization took place, as the dollar amounts needed for some activities had not been determined. PRIE will be able to assist in estimating costs for certain PRIE related activities (e.g. survey development and administration) indicated in some of the institutional plans. Once the dollar amounts are finalized, the committee can begin to prioritize the activities.

Mike mentioned the possibility of allocating \$400,000 in funds that had previously been generated through Corporate Education (previously administered by Sandra Mellor) to apply to the technology needs identified in the Technology Plan. IPC recommends that the Budget Planning Committee earmark the \$400K toward the \$750K equipment and technology needs identified in the Technology Plan.

There was discussion regarding capital investment, maintenance of technology, and the replacement of technology cycle.

At the next IPC meeting, the committee will prioritize these action steps. The Budget Planning Committee will be informed of the funding needed to carry out these action steps. As the Budget Planning Committee reviews the budget for this year and begins to make allocations, they will provide IPC with information about funding that may be available to carry out these actions steps.

### **Use of Measure G Funds**

Mike reported the state budget has not been approved and Measure G funds have been allocated to Central Services, Canada, Skyline, and CSM. Mike reported on CSM's budget and stated that we have a balanced budget. With Measure G funds in the amount of \$1.7M we were able to balance the budget. Measure G funds covered the \$600K deficit from the budget, which leaves CSM's remaining surplus of available Measure G funds of approximately \$600K for 2010/2011.

Susan shared classified position and instruction equipment request for Measure G. Positions and equipment were from instructional and student service (division's/department's). These requests have not been approved but Fall 2010 approximately 10 sections of "high" waitlisted classes were added.

### **Program Review**

Diana reported that information for Program Review will be distributed to the divisions from PRIE no later than December 1. Program Reviews - Annual and Comprehensive are due March 25, 2011. There was a request from the instructional administrators to change the due date for Program Reviews from March 25 to April 25. Diana noted that from the spring 2010 survey not one faculty responded to the survey. Diana will take this back to Governing Council to discuss. The Program Review(Annual and Comprehensive) forms will be reviewed and updated as necessary.

### **Student Success in Math**

Susan and Andreas reported on the pilot program. Focus on long term student success is a goal.

### **Accreditation Update**

Mid-Term report submitted to ACJCC. ACJCC will respond back to CSM in January 2010.

Next Meeting: Friday, October 22, 2010, 1:00 - 2:30, Building 5, Room 339

