

**Institutional Planning Committee
Meeting Summary
November 5, 2010**

Members Present: Rick Ambrose, Diana Bennett (co-chair), Michael Claire, Sandra Stefani Comerford, Lorena del Mundo, Laura Demsetz, Susan Estes, Lorrita Ford, Jing Luan, Beverly Madden, John Sewart, Huy Tran, Henry Villareal, Andreas Wolf

Guests Present: Cheryl Gregory

Review Day's Agenda: The agenda was approved.

Review October 22 Meeting Summary: The summary was approved.

Success in Math Project Proposal

Andreas Wolf and Cheryl Gregory presented information on the Math Boost project. Points of discussion included that the program is integrative, interdisciplinary and aligns with Institutional Priority #2. There are proposed workshops, an athletic cohort, and collaboration with DIAG and the Enrollment Management Committee.

It is estimated that the cost to institutionalize the program is \$30K.

The general consensus of the committee is to approve the project and add as a priority in the Enrollment Management Committee action steps with budgetary implications.

There was subsequent discussion regarding how an idea becomes institutionalized. Where does an idea start? What is the process for bringing to IPC? Possibility of a 2-step process – original/start-up funding, then institutionalized. IPC will develop criteria and process.

Integrated Scheduling Tool

John Sewart presented the integrated scheduling tool.

Distance Education Committee Plan – Work Plan portion

Lorrita Ford discussed DE committee goals and objectives with funding implications. These included:

- Produce a “Distance Learning at CSM” document in print and online - \$2K.
- Develop and implement readiness assessment -\$100K.
- Professional development for faculty and staff in distance education - \$50K.

Review and Prioritize Institutional Plans’ Action Steps with Budgetary Implications

There was discussion about the process and criteria for prioritizing institutional plans action steps with budgetary implications. It was noted that not everything has to be funded, and if funded it may not be at 100% of the request. Criteria discussed included:

1. ACCJC (proxy for student success)
2. Board Core Values
3. Operational Essentials
4. Institutional Innovative Programs

Program Review Update - Tabled

Fall 2009 Budget Reduction List – Tabled

Accreditation Update - Tabled

Other Items

Jing Luan announced “Distance Education Gateway” to be rolled out from DEAC. He asked that IPC possibly look at partnering with DEAC to share resources and funds. Colleges could concentrate on curriculum, programs and courses.

Agenda for Next Meeting: *Prioritize Institutional Plans’ Action Steps with Budgetary Implications*

Next Meeting: 11/19/10, 1pm, 5-339

Summary Prepared by: *Diana Bennett, Co-Chair*