

Institutional Planning Committee (IPC) Meeting

Friday, February 4, 2011

Summary Notes

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

Review Day's Agenda

The meeting agenda was approved.

Welcome and Introductions

David Locke, SLO Coordinator, was welcomed.

Review Summary Notes of December 10, 2010 Meeting

The summary notes were approved. No changes.

Distance Education Committee Plan

Lorrita reviewed the Distance Education plan with emphasis on the goals, objectives and action steps of the plan. The plan clearly addresses the ACCJC recommendation and is aligned with the college-identified priorities articulated in the Follow Up Report submitted to ACCJC. The plan was approved by IPC. The DE committee members were thanked for the development of an outstanding plan. Susan, as supervisor for Distance Education, will oversee the implementation of the plan. She has met with administrators from Instruction and Student Services, as well as the Chair of the Committee on Instruction to identify initial steps for the implementation of the plan.

Process for Updating Educational Master Plan

Milla and John distributed a document that summarizes the process for refreshing the EMP. The document includes the proposed contents, including

the key data to be refreshed, and the timeline for updating. There are campus feedback workshops planned in which we will discuss the data, findings, conclusions and planning assumptions. The EMP will be published in late May.

Master Planning Calendar Update

Milla distributed the revised master planner calendar and a planning cycle document. All major planning processes are aligned with the 6 year accreditation cycle. The planning horizons are generally established in increments of 2, 3 or 6 years depending upon the nature of the plan. The college's mission, values, vision and diversity statements are now aligned with the Educational Master Plan cycle. Annual planning timelines with decision or due-dates have common term: "assess," "develop," "submit," and "implement." For some of the planning activities (e.g. Budget Development, Program Review) drill-down menus with specific timelines are now available. The calendar will be posted on the PRIE website. Mike also noted that an architectural firm has been hired to assist the district with respect to facilities planning. This information will be useful as the district contemplates Bond 3. It will be important that our facilities planning is aligned with the three college's Educational Master Plans.

Accreditation Update

Susan informed the committee that the college received correspondence from ACCJC indicating that the midterm report had been received and accepted.

CSM's Mission and Vision Statements

As part of our planning processes, it is necessary to review and update the college mission, vision, values and diversity statements on a regular basis. Susan distributed two accreditation documents (Questions to Use in Institutional Evaluation of Distance Education and Correspondence Education and Sources of Evidence: Examples for Standard 1) and stated that we will need to revise the college mission statement in order to include broad information about modes of

delivery. Laura, Bev, and Henry have volunteered to develop drafts of these documents by the end of March for review by IPC.

Withdraw Survey

John provided an overview of a withdraw survey that is being developed by the chairs of the Enrollment Management, DIAG and Distance Education planning committees. John reported that data indicate that students enrolled in online courses have higher withdrawal rates than students enrolled in traditional courses. The survey is designed to provide information as to the reasons why students withdraw. There were concerns raised that the survey may have faculty evaluation implications.

Next Meeting: February 25

A request was made to include an update on the use of Measure G funds at the next meeting, and to continue discussion of the withdrawal survey.