

Institutional Planning Committee (IPC) Meeting

Friday, March 4, 2011

1:00 - 2:30 p.m.

Building 5, Room 339

Meeting Summary

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

Review Day's Agenda

The meeting agenda was approved.

Review Summary Notes of February 4, 2011 Meeting

The summary notes of the February 4 meeting were approved.

Use of Measure G Funds – Update

Susan, Mike and Jennifer provided an update on the use of Measure G funds. (See attached document for details.)

Institutional Planning Committees and Evidence for the 2013 Self Evaluation

Susan and Laura distributed a document from ACCJC, Updated Timelines for Rubric for Evaluating Institutional Effectiveness. It is important to note that the Commission expects institutions to be at the Proficiency level in the identification, assessment and use for improvements of SLOs by fall, 2012. Diana was asked to work with the Academic Senate to insure that the Program Review document includes all the information from the rubrics. A second document was distributed, Sources of Evidence: Example for Standard I: Institutional Mission and Effectiveness. All committee members should carefully review the sources of

evidence to make sure that we can account for what is needed/required. Chairs of three of the institutional planning committees (Technology, Budget Planning and Human Resources) received additional information. The chairs were asked to again look at the sources of evidence to make sure they can account for what is needed.

Accreditation Update

Susan reported that training for the accreditation co-chairs will take place on March 11. Members of each of the standards committees will subsequently be populated and an all college kick off meeting will take place in the fall, 2011 semester. An accreditation resource room has been established in the new College Center, across from Susan's office.

PRIE Update

Milla provided an update on the EMP update, including the data that will be refreshed. Mike will work with the District Research Council to determine if the collection of the external environmental scan data can be coordinated district wide.

Other Items

1. Withdrawal Survey for Distance Education

A brief update was provided on the withdrawal survey for Distance Education. The draft survey was modified subsequent to a meeting with staff from PRIE, Andreas Wolf (chair of the Enrollment Management Committee) and the IPC co-chairs. The revised draft survey will be returned to the DIAG, Distance Education and Enrollment Management committees that developed the first draft seeking their input on the revisions. The draft survey will then be forwarded to the Academic Senate and the AFT for review and finally to IPC for approval.

2. Technology Committee Items

- a. There was a recent email exchange about procedures for handling battery and/or laptop computer replacements for faculty. The new process is as follows:
 - i. The faculty member submits and IT Request online
 - ii. IT assesses the request to determine what is needed (e.g. replace battery, replace/service computer) and replies to the VPI's and the appropriate division dean.
 - iii. VPI's office approves the request.
 - b. There is also a need to revisit the suggested guidelines/standards for computer and peripheral assignments for full-time and adjunct faculty. IPC co-chairs will be invited to a meeting of the Technology Committee to discuss. In addition, we will add this to the next IPC meeting.
3. All committee chairs were asked to submit the times of their meetings to Val Anderson who is updating this information on the website.

Next Meeting: March 25, 2011 1:00 – 2:30 p.m.