

Institutional Planning Committee (IPC) Meeting

Friday, September 23, 2011

1:00 p.m. to 3:00 p.m.

College Center

City View Conference Room (401)

Meeting Summary

Members Present: James Carranza (co-chair), Michael Claire, Sandra Stefani Comerford, Laura Demsetz, David Laderman, David Locke, Bailey Girard, Susan Estes, Lorrita Ford, Kevin Henson, Jennifer Hughes (co-chair), Deborah Laulusa, Teresa Morris, and Henry Villareal

Review of the Agenda

The meeting agenda was approved. Laura Demsetz was welcomed back to the committee in her new role as the faculty co-chair of the 2013 Self Evaluation.

Review of the Summary of the September 9, 2011, Meeting

The summary notes were approved.

Professional Development Discussion

James provided ideas for strengthening professional development opportunities for faculty and staff. He expressed interest in providing more professional development opportunities on campus for more faculty and staff to attend. Many of these activities could tie to institutional SLOs. While there is a need for discipline specific activities, there is also the need for activities that might benefit larger groups, including activities that could tie to institutional SLOs, copyright issues, etc. The professional development funds (approximately \$130K) do not cover travel and hotel expenses which are often prohibitive for faculty to cover out of their personal funds. Mike mentioned that we may look to other funding sources to help offer professional development opportunities. There was general consensus for moving forward with the idea. James will have additional conversations with Lyle Gomez, chair of the Professional Development Committee.

Committee Plans Update

Jennifer reminded all committee chairs that their institutional plan updates are due on October 28. Jennifer also mentioned that there may be some future changes in the IPC committee structure. As part of our assessment, we may find that there are duplications in committee efforts, or that the work of one committee may be better assumed by another committee. We will begin to discuss this further, and will use our assessment of the institutional plans as part of the evaluation of our planning efforts. This assessment information will be important to include in our Accreditation self-evaluation.

PRIE Update

Jennifer mentioned that PRIE staff will be sending committee chairs the electronic reporting document for the institutional plans. In addition, by October 7th information from the surveys administered in spring, 2011 (students, classified staff, and faculty/administrators), will be available online. You will also receive hard copies of this information. We will be discussing the survey results at the October 14 IPC meeting.

Accreditation Update

Susan reported that the all college Accreditation self-evaluation kick-off meeting held on September 13 was very well attended. Many students were present, as well as the District liaisons. Susan also mentioned that ten staff from CSM will be attending a 2013 Self-Evaluation training session, sponsored by ACCJC, on September 30 at Skyline College.

Additional IPC Meeting Scheduled – November 4, 2011

Jennifer reported that it has become necessary to schedule an additional IPC meeting, in order to get through necessary agenda items this fall. The meeting has been scheduled for November 4th. An Outlook invitation will follow.

Other Agenda Items

Mike mentioned that the CSM has developed another list serve for those faculty/staff who wish to obtain meeting agendas and summaries of college committees. IPC committee chairs may forward agendas and summaries to Val Anderson. She will assume responsibility for posting these to the PRIE website and for sending those out to those on the list serve.

In order to save paper, it was agreed that extra copies of meeting agendas and summaries will no longer be printed. Committee members will be responsible for viewing these documents on their computers or bringing their own hard copies to the meetings.

Next Meeting Date and Time: October 14, 2011 1:00 p.m. – 3:0 p.m., College Center, City View Conference Room (401)