

Institutional Planning Committee (IPC) Meeting

Friday, October 14, 2011

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

College Center

City View Conference Room (401)

Summary Notes

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, Beverley Madden, Milla McConnell-Tuite, Teresa Morris, Henry Villareal, Andreas Wolf

AGENDA

Review of the Agenda

The agenda was approved.

Review of the Summary of the September 23, 2011, meeting

The meeting summary of the September 23 meeting was approved with one change. The date of the all college Accreditation kick-off meeting was September 16, not September 13.

Honors Program Update

Tim Maxwell, James Carranza and Susan Estes provided an update on the Honors Program. The program is very student centered, addresses a breadth of courses, and is an inclusive, rather than exclusive model. Presentations about the program have been made at meetings of the Social Science/Creative Arts Division, Academic Senate Governing Council, and instructional administrators. There are still a number of details to be worked out about the program. A handout was distributed, which includes proposed costs for the program. The budget request will be

forwarded to the Budget Planning Committee which meets on October 18.

Instructional Designer Position

Susan Estes and Lorrita Ford presented information regarding the Instructional Designer position. The establishment of the position is in direct response to a recommendation included in the Distance Education plan which was approved by IPC in February, 2011. This will be a part time faculty position (24 hours per week) and will provide onsite help for instructional and student services faculty during day and evening hours. The individual serving in the position will be housed in the Distance Education resource office, located on the fourth floor of College Center. The committee approved the position. The position request will be forwarded to the Budget Planning Committee which meets on October 18.

PRIE Update

Milla indicated that all survey information is now posted to the website. Program Review data will be provided to the departments by November 1, 2011.

.48 Instructional Aide II, Learning Center

Sandra provided an overview of the request to hire a .48 Instructional Aide II to provide evening assistance in the Learning Center. The Learning Center had a "soft" opening in October with limited hours of operation. Effective spring, 2012, the Communication Studies and Foreign Language labs will be relocated to the Learning Center and the Center will be open additional hours. We will need to have additional staff to keep the center open in the evenings to provide a variety of services to students, including test proctoring for make-up exams. The committee approved the position request which will be forwarded to the Budget Planning Committee for action at the October 18 meeting.

IPC Suggestion Box

Faculty have often mentioned that they don't know the appropriate venue for bringing forth ideas for new ideas/initiatives. As the major

planning body for the college, IPC is the appropriate venue. Thus, it was agreed that IPC should establish a suggestion box. Jennifer Hughes, Bev Madden, and Milla McConnell-Tuite will work on setting this up.

Accreditation Update

Susan Estes mentioned that ten (10) CSM faculty and staff attended a recent workshop at Skyline College sponsored by ACCJC. The workshop was designed for colleges that are undergoing their self-evaluation. In addition, Susan and Laura Demsetz have been meeting with all the standards committees to provide them with an overview of their responsibilities and providing starting points for their work. First drafts will be due in mid-spring, 2012. Standard 1 now has a new student representative.

Other Agenda Items

The subcommittee charged with reviewing the college mission, vision, values and diversity statements presented the latest drafts of these documents. The members of the subcommittee are Henry Villareal, Bev Madden, and Laura Demsetz. The committee was asked to provide feedback regarding content directly to the subcommittee. An initial suggestion was to ensure that we reference the college's commitment to open access. The drafts will be taken to College Council to ensure that there is ample time for all constituent groups to review and provide feedback. The subcommittee was commended for their excellent work on the revisions.

**Next Meeting Date and Time: October 28, 2011 1:00 p.m. – 3:0 p.m.,
College Center, City View Conference Room (401)**

Summary notes prepared by Jennifer Hughes