

## **Institutional Planning Committee (IPC) Meeting**

**Friday, October 28, 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, Bailey Girard, Susan Estes, Lorrita Ford, Kevin Henson, Jennifer Hughes (co-chair), Milla McConnell-Tuite, Teresa Morris, John Sewart, Henry Villareal

#### **Review of the Agenda**

The agenda was approved.

#### **Review of the Summary of the October 14, 2011, Meeting**

The summary notes of the October 14 meeting were approved.

#### **Institutional Committees, Status Report on Committee Plans**

The following committee chairs provided a status report on their institutional plans:

Kevin Henson – Technology

Sandra Comerford – Human Resources

Lorrita Ford – Distance Education

Henry Villareal – DIAG

Committee chairs should send their institutional plan updates to PRIE. The staff will then consolidate the status reports into a final format and post them to the website.

#### **PRIE Update**

John Sewart and Milla McConnell-Tuite reported that the College Index continues to be populated with data and targets. A more in-depth

discussion of the Index will take place at a later meeting. Program Review data are being compiled and will be distributed to departments on November 1, 2011.

### **Position Request for Learning Center**

James Carranza requested that the committee consider hiring a full-time Program Services Coordinator for the Learning Center. The Learning Center will open full time in the spring, 2012 semester and the Director will need additional staff support to help coordinate activities in the Learning Center. The Basic Skills Committee is able to contribute 50% toward the funding for the position for the first two years. The committee supported the request which will be forwarded to the Budget Planning Committee for review.

### **Combined Position Request – Learning Center Instructional Aide II and Honors Program Instructional Aide II**

James Carranza requested that the committee consider the consolidation of two previously approved part-time positions into one full-time position serving the Learning Center and the Honors Program. These are the Learning Center Instructional Aid II position (48%) and the Honors Program Instructional Aide II (33%). The rationale for the request is that combining the positions will create an important link between the Learning Center and the Honors Program and allow for an increase in hours of operation for the Learning Center. The committee supported the request which will be forwarded to the Budget Planning Committee for review.

James shared a handout which provided more detailed information about both requests.

### **Other Agenda Items**

Committee members were reminded to submit all meeting schedules, agendas and summary notes to Valerie Anderson who will send them out to all CSM employees via the list serve. Those faculty and staff who do not wish to receive this information may opt out of the list serve.

Summary notes prepared by Jennifer Hughes

