

Institutional Planning Committee (IPC) Meeting

Friday, December 9, 2011

1:00 p.m. to 3:30 p.m.

College Center

College Heights Conference Room (468)

Meeting Summary

Members Attending: James Carranza (co-chair), Michael Claire, Sandra Stefani Comerford, Laura Demsetz, David Laderman, David Locke, Bailey Girard, Lorena del Mundo, Susan Estes, Lorrita Ford, Kevin Henson, Jennifer Hughes (co-chair), Deborah Laulusa, Beverley Madden, Milla McConnell-Tuite, Teresa Morris, John Sewart, Henry Villareal, Andreas Wolf

Review of the Agenda

The agenda was approved.

Review of the Summary of the November 18, Meeting

The meeting summary of the November 18 meeting was approved.

Position Requests

- **Financial Aid Assistant** –Henry provided an overview of this position. There has been a significant increase in financial aid applications and awards. With the pending increase in student fees, this trend will continue. The position will help assist students at the front counter, thus freeing up the technicians to process students' financial aid applications. The position is funded by categorical funds. The committee approved moving forward with the position.
- **Project Director – International Education** – Jennifer provided an update on the International Education efforts taking place at the district and all three colleges. In order to serve additional international students at all three colleges, there needs to be an adequate infrastructure in place at the colleges. Currently, CSM has only one full time position, a Program Services Coordinator, dedicated to serving international students. In

addition, one of the counselors has responsibility for providing counseling services to international students. Kathy Blackwood provided an initial recommendation for staffing the International Education offices at the three colleges, which included the Project Director and funds for counseling. The Project Director will be responsible for coordinating international education efforts at the college. The position will be funded with start-up funds provided by the District. The committee recommended moving forward with the position.

Measure G Budget

Susan and Jennifer provided an overview of the proposed plan for spending 2011-12 Measure G funds. The college presidents will be presenting their plans to the Board of Trustees at their next regular meeting. (See attached plan for detailed information.)

Continued Study Session on Transfer

The committee continued its discussion of transfer data. John presented additional data on student athletes and their success and transfer rates. There may be some strategies used by athletics that could be applied to the broader student population. John pointed out that more refined transfer data by ethnicity is not available from CPEC and the ethnicity categories used by CSU and UC are different than those used by the community colleges. In addition, ethnic identification is all self-reported. While there are challenges in securing these data, there is interest in continuing to look at transfer to determine if there might be barriers for specific student populations, as well as focusing efforts on increasing the numbers of transfers. We also need to examine the entire transfer cycle from outreach to admission to the four year institution. At the next meeting, we will discuss specific strategies we should implement to continue to make improvements in our transfer rates.

Other Agenda Items

None

Next Meeting: The spring calendar of IPC meetings will be distributed in January.