

Institutional Planning Committee (IPC) Meeting

Friday, February 3, 2012

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

City View Conference Room, College Center, Building 10, Room 401

Summary Notes

Members Attending: 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, John Sewart, Henry Villareal, Andreas Wolf

Review of the Agenda

The meeting agenda was approved with one addition - Academic Senate Update which was provided by James Carranza.

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

The summary notes of the December 9, 2011 meeting were approved.

Assessment of Institutional Planning Process

It is important that we continually assess the effectiveness of the institutional planning process and make modifications as deemed appropriate. One component of that assessment is the review of the planning structure itself, including the institutional planning committees that were established several years ago. Since the time of their establishment, including the development of a committee mission statement and objectives for accomplishing their mission, it has been determined that some committees may no longer be needed, or may be best if merged with another existing committee. The following changes in committee structure are recommended:

Enrollment Management – It is recommended that this committee be discontinued at the end of the spring, 2012 semester for the reasons noted below:

- There is some overlap between the Budget Planning Committee and the Enrollment Management Committee. The Budget Planning Committee is continuously involved in budget forecasting, which includes reviewing position control costs for permanent faculty/staff and adjunct faculty

costs, which have a relationship to enrollment management. In addition, the Budget Planning Committee sets load targets for the college.

- PRIE provides extensive data and analysis of student demographics, enrollment trends, and retention/success of students.
- The Community Relations and Marketing Office staff are integrally involved in a variety of strategic enrollment and marketing efforts.

After considerable discussion, it was recommended that rather than discontinuing the Enrollment Management Committee its mission be re-examined with a focus on addressing specific issues related to student access, equity and success, particularly in light of the recent passage of the Student Success Task Force recommendations. A meeting will be scheduled with Andreas Wolf, Bev Madden, Henry Villareal and Jennifer Hughes to discuss the revised mission and focus of the Enrollment Management Committee.

Human Resources – It is recommended that this committee be discontinued at the end of the spring semester for the reasons noted below. The chair of the committee, Sandra Stefani Comerford, concurs with this recommendation.

- A well-defined process for determining human resources needs already exists as part of the Program Review process. Each division identifies its faculty needs in its Program Review which is submitted in March of each year. The faculty hiring process, which is also well established, requires that any faculty positions that are requested by a division must first be documented in Program Review.
- Personnel data are included in the Education Master Plan, including age, gender and ethnicity information about faculty and staff. These data assist, to some extent, in forecasting personnel needs at the college.
- Staff development activities are integrated throughout the institution which eliminates the need for a single committee to oversee staff development. However, it may be beneficial to explore hiring a professional development coordinator to oversee professional development opportunities and activities for faculty/staff.

Technology – It is recommended that the Technology Committee be merged with the Distance Education Committee and that the mission of the Distance Education Committee be revised to include a broader focus on the use of technology in delivering instruction and student services to students, rather than maintaining a specific focus on distance education. Benefits of combining these two committees are described below:

- Technology is being regularly used in a variety of ways in the delivery of instruction for both “brick and mortar” and distance learning courses.
- A merged committee could assist in identifying and recommending emerging educational technology that may be used in the future.
- The District IT department, in collaboration with the college, is responsible for maintaining an inventory of technology at the colleges, primarily computers and peripherals, and has identified the costs associated with a replacement cycle for the same. The former chair of the Budget Planning Committee, Kevin Henson, will be invited to join the Budget Planning Committee, to participate in discussions regarding college and district funding sources needed to sustain technology needs.

A meeting will be scheduled with Kevin Henson, Chair of the Technology Committee, Lorrita Ford, Chair of the Distance Education Committee, Susan Estes, James Carranza and Jennifer Hughes to discuss the merge of these two committees with a revised mission and a renaming of the Distance Education Committee.

No changes are recommended for the Budget Planning Committee or the Diversity in Action Committee. The chairs of these committees were reminded to update their mission statements and to send out their meeting agendas and summary notes via the college list serve for committee meetings.

Finally, it was noted that IPC will need to determine the number of years members should serve on institutional planning committees.

Compendium of Committees

Milla presented the latest version of the Compendium of Committees. The compendium includes each committee’s membership and purpose statement. The report is organized into four groups: 1) Institutional Planning Committees, 2) CSM Administrative Committees, 3) Additional CSM Committees, and 4) Academic Senate Committees. Milla reported that since the time of the last revision a number of committees have been discontinued or reorganized. As part of our ongoing assessment process, we will continue to examine the compendium of committees and make modifications where appropriate.

Transfer Initiative, Next Steps

A recap of the two prior IPC meetings on the Transfer Initiative was provided to the committee. PRIE has provided a number of documents regarding transfer which were reviewed by the committee. It was suggested that we establish an

ad-hoc committee of IPC to examine the “transfer” cycle, from the point of a student’s admission to CSM until the time the student transfers, to determine what is working well, as well as to identify any weaknesses/barriers in the transfer cycle. It was recommended that we identify two faculty, two administrators, two classified staff and two students to serve on the ad-hoc committee. Jennifer and James, IPC co-chairs will provide the ad-hoc committee with their charge, role, and the scope of work to be accomplished, as well as timeline for providing recommendations to IPC. It was suggested that any recommendations developed by the ad-hoc committee be adopted by IPC unless the recommendations are clearly impossible to accomplish. It was also recommended that conducting focus groups, while not necessarily in the same formal fashion as those conducted as part of the Students’ Speak project, be part of the work of the ad-hoc committee.

Funds for Critical Needs - Tabled

Other Agenda Items

Academic Senate Update – James provided an overview of various projects and plans that faculty are involved with this semester (see handout). These include, but are not limited to:

- Hiring a Learning Center Coordinator
- Refining the Pilot Honors Program
- Reestablishing the Puente Program
- Reviewing and Revising Program Review
- Reviewing and Revising Academic Senate Bylaws
- Supporting Student Learning with Labs and Centers Leads
- Planning Flex Day, March 9

Next Meeting: March 2, 2012, 1:00 p.m. City View Conference Room, College Center, Room 401