

Institutional Planning Committee (IPC) Meeting

Friday, May 18, 2012

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

Summary Notes

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

AGENDA

Review of the Agenda

The agenda was approved.

Review of the Summary of the May 4, 2012, Meeting

The summary notes of the May 14 meeting were approved.

.48 Staff Assistant for Workforce Development

Kathy Ross provided information on Economic and Workforce Development. She has been involved with a number of grants at the college and District level. Two grants in Electronics were awarded to the college, which helped to rebuild outdated labs and develop new curriculum. She is requesting a .48 FTE classified position to assist with the identification and management of grants. This person would work closely with staff from PRIE. The committee approved the request, which will be forwarded to the Budget Planning Committee for approval.

Committee Chairs, Term Limits

It was agreed that we would establish 3 year terms for committee members. Chairs will serve 2 year terms with an opportunity to serve a second term. At the start of the fall semester, committees may need to be reconstituted. Committees may wish to consider co-chairs, so as to increase participation of classified staff who may wish to serve in a leadership position.

SLOs and Institutional Priorities

David Locke, James Carranza and Jennifer Hughes provide an update on a recent meeting held with Susan Estes to discuss plans for creating better linkages between Program Review, SLOs and the college's planning processes. We need to make the connections between Program Review, SLOs and Institutional Priorities more explicit. During their meeting, David, James, Susan and Jennifer discussed the need to create a timeline for divisions and IPC to review themes and trends extracted from Program Review that may result in new/modified objectives for the Institutional Priorities. For example, Program Reviews, which are due March 25, could be reviewed in April/May by divisions for possible themes/trends. These would then be reviewed by IPC in September, which would result in modifications or additions to the objectives for addressing Institutional Priorities. We also need to make it clear that the allocation of resources is aligned with our Institutional Priorities. Once they have developed a plan, it will be shared with IPC.

Other Agenda Items

Sandra Stefani Comerford, Chair of the Human Resources Committee, and Kevin Henson, Chair of the Technology committee were thanked for their service on IPC.

Next Meeting: Fall Meetings TBD. **College Heights Conference Room**, College Center, Room 468