

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

**Friday, August 31, 2012**

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

**College Heights Conference Room, College Center, Building 10, Room 468**

Members Attending: James Carranza (co-chair), Michael Claire, Laura Demsetz, David Locke, Susan Estes, Lorrita Ford, Jennifer Hughes (co-chair), Alicia Kinert, Paige Kupperberg, Deborah Laulusa, Teresa Morris, John Sewart, Henry Villareal, Andreas Wolf

### **Summary Notes**

#### **Welcome and Introductions of New Members**

New committee members were introduced, including two of the three new student representatives from ASCSM. Guests attending the meeting were Terry Kistler and Patricia Kwok.

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

The meeting agenda was approved.

#### **Review of the Summary of the May 18, 2012, Meeting**

The summary notes of the May 18 meeting were approved.

#### **Committee Membership and Institutional Plans**

Committee members were reminded of the following:

- Certain functions of the Enrollment Management Committee will be assumed by the Budget Planning Committee. Thus, the Enrollment Management Committee will be discontinued. In its place a task force will be established, led by Andreas Wolf, former chair of the Enrollment Management Committee. The Task Force will receive its charge for various projects from IPC.
- The Technology Committee will merge with the Distance Education Committee. A new name and revised mission will be established.
- Institutional planning committee members will serve a three year term, beginning with the fall, 2012 semester. Committee chairs/co-chairs will serve a two year term, beginning with the fall, 2012 semester with the opportunity for a second two year term.

## **Review of Institutional Data**

John Sewart provided a summary of the 2012 faculty, staff and student surveys. The response rate is quite high for all groups and the results are very positive. However, there are several challenges and areas of improvement that were identified in the survey narratives, which will be discussed further at the IPC planning meeting on Saturday, September 22.

## **Accreditation Update**

Susan Estes indicated that the first drafts of the Self-Evaluation were completed in spring, 2012. Laura Demsetz and Susan Estes then met with the Standards co-chairs to provide feedback. Revisions to the first drafts will continue during the fall, 2012 semester. The final drafts will be completed in spring, 2013. The Standards co-chairs and their committees were thanked for the excellent work completed to date.

David Locke provided an update on SLOs. A special report will be sent to ACCJC in October reporting the institution's progress on course, program, and institutional SLOs. Two SLO workshops are planned for the fall semester. The first workshop is scheduled for Friday, September 14. The purpose of the workshop is to review the development of GE SLOs at College of San Mateo and discuss some of the reasons revisions may be necessary. A second workshop will be held on Saturday, September 15 which will focus on revising or reaffirming our Institutional (GE) SLOs and aligning course level SLOs with Certificate and Degree SLOs.

## **Other Agenda Items**

None

Next Meeting: September 7, 2012, 1:00 p.m. – 3:00 p.m. College Heights Conference Room, College Center, Room 468

Reminder: IPC Planning Session, Saturday, September 22, 2012, 8:30 – 2:30, College Heights Conference Room, College Center, Room 468