

## IPC Planning Session

Friday, September 21, 2012

Saturday, September 22, 2012

8:30 a.m. – 2:30 p.m.

### Meeting Summary

#### Friday, September 21<sup>st</sup>

Attending: James Carranza (co-chair), Laura Demsetz, Susan Estes, Lorrita Ford, Fauzi Hamadeh, Jennifer Hughes (co-chair), Juanita Celaya, Alicia Kinert, Paige Kupperberg, Maggie Ko, Deborah Laulusa, David Locke, Teresa Morris, Bev Madden, Milla McConnell-Tuite, Kathy McEachron, John Sewart, Henry Villareal

#### Saturday, September 22<sup>nd</sup>

Attending: James Carranza (co-chair), Laura Demsetz, Susan Estes, Fauzi Hamadeh, Jennifer Hughes (co-chair), Alicia Kinert, Deborah Laulusa, David Locke, Teresa Morris, Bev Madden, Milla McConnell-Tuite, John Sewart, Henry Villareal, Andreas Wolf

Note: This was a two-day planning session whose purpose was to review the “Educational Mater Plan: Information Update, 2012” and identify next steps.

1. Review of Day’s Agenda

The agenda was approved.

2. Review Educational Master Plan

Milla provided information regarding the importance of understanding the context in which data must be examined and analyzed. She then reviewed the Introduction section of the Educational Master Plan (EMP). The committee met in small groups to examine various sections of the EMP in order to identify gaps, areas needing attention, and strengths. In addition, committee members identified activities and efforts already underway at the college to address those areas needing attention.

3. Identify Priorities

After review of the EMP and other data previously provided by PRIE, committee members were asked to identify their top three areas they would like to see the college focus on this year to address the identified areas needing attention.

#### 4. Next Steps

The following next steps were agreed to:

- Milla, James and Jennifer will summarize the gaps, areas needing attention and strengths identified by committee members during the morning session. They will summarize the identified activities and efforts that might already be in place at the college to address the areas needing attention.
- The list of ideas to address this year will be summarized and aligned with institutional priorities. An effort will be made to determine the approximate cost for each item.
- The list of ideas will be shared with a variety of faculty and staff at various meetings, including:
  - Instructional and student services administrators meeting
  - Academic Senate Governing Council
  - All college meeting (A special meeting may need to be called since IPC will not have met prior to the October 2 all college meeting on planning that has been scheduled.) At the all college meeting, we will vet the ideas with the campus community and determine if there is general agreement on the ideas that have been identified.
  - IPC will then identify the specific ideas to begin working on this year.
  - Each identified project will have a plan developed with action steps and timelines. Depending upon the item, IPC will determine if the activity is to be carried out by an existing committee or whether the Task Force needs to be convened with appropriate representatives from faculty, classified, students and administrators.