

Institutional Planning Committee (IPC) Meeting

Friday, October 19, 2012

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

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

Members Attending: Kathy Blackwood, James Carranza (co-chair), Michael Claire, Juanita Celaya, Laura Demsetz, David Locke, Susan Estes, Fauzi Hamadeh, Jennifer Hughes (co-chair), John Kilic, Deborah Laulusa, Beverley Madden, Teresa Morris, John Sewart

Guest: Jennifer Mendoza

Summary Notes

Review of the Agenda

The agenda was approved.

Review of the Summary of the October 5 Meeting

The summary notes from the October 5 meeting were approved with two minor corrections. In the Accreditation Update, the last sentence should read – “We also plan to include an update on our SLO development with our Accreditation Self Evaluation next summer.”

Learning Center Summer Math Program

Jennifer Mendoza provided an update on the summer bridge math program that is being developed for summer 2013. A pilot was offered last summer that was primarily an orientation to college. The bridge program is scheduled to run for 3-6 weeks and will include an instructional component. The Learning Center will pilot a new course. Jennifer is working with the Curriculum Committee regarding this course. Ron Andrade and Alex Guiriba are beginning to recruit students for the program, which will target new basic skills students. The program will involve peer tutors in a variety of ways, including assisting students by sitting in classes, providing support outside of class, and helping students with their computer work. There is interest in establishing the bridge program as a pathway/cohort model, in which students who complete the summer bridge program subsequently enroll in specific sections of English and mathematics in the fall term. Based on the recent report provided by the Math Boost project

faculty, it has been suggested that the focus of the summer bridge program be on increasing students' persistence in the English and mathematics course sequences, rather than on improving students' placements in English or mathematics as a result of the "brush up" in these skill areas. While some students may be able to "skip" a level, as a result of a focused review/brush up, many students will need to enroll in semester-length classes to develop their skills.

Next Steps Regarding Ideas Generated at IPC Planning Session

The committee reviewed the list of ideas generated at the IPC planning session. In doing so, a coding system was used to provide information about each of the ideas/initiatives that were developed. The coding system is as follows:

- 1 - initiative already underway, just needs to be expanded
- 2 - initiative already underway, but may need a process to further develop the initiative
- 3 - initiative has not begun; needs more time/further research
- 4 - a nice idea, but not feasible at this time for a variety of reasons

The committee then identified individuals from the four constituent groups or existing committees to work on implementing the various initiatives over the next year. Two of the initiatives were identified as top priorities for the next year (see below). IPC will be responsible for ensuring that adequate time and resources are devoted to these two initiatives.

Initiative/Idea	Code	Task Force Member or Committee to Lead Work
Internships –Expand more “integrated” model, Work Study (Job Fair)	1	IPC will first inventory the variety of internships available for students.
More Peer Tutoring and Mentoring – link these with scholarships/work study awards	1	Learning Center staff - The LC has already begun establishing a peer tutoring and mentoring program.

<p>Rapid curriculum responses for “hotbed issue” or other triggers</p>	<p>2</p>	<p>Curriculum Committee; Office of Instruction Staff – May need to develop a process to accelerate a rapid response, which may include:</p> <ul style="list-style-type: none"> • Stipends/release time for faculty • Ensuring idea/proposal is placed on first COI meeting • Submit to state for approval.
<p>Solving the transportation issue</p>	<p>3</p>	<p>Bev Madden, Fauzi Hamadeh, Student rep–</p> <p>May need to administer survey to better understand scope of the problem</p>
<p>Develop systematic approach for recruitment of AP students (e.g. Mills, Burlingame)</p>	<p>2</p>	<p>A Business Process Analysis (BPA) of the high school graduate experience from recruitment to completion of first semester is scheduled for November 1 and 2, 2012. Incorporate this initiative in the BPA process.</p>
<p>Engagement and student success are everyone’s responsibility “Integration” + awareness; part of professional development; culture-</p>	<p>2</p>	<p>Professional development; IPC to discuss how to encourage additional professional development activities with focus on this topic.</p>

shift		
Obtaining more information re: students' goals/need better system	1, 3 Some information is already gathered regarding students' goals via CCC apply and in WebSMART when a student registers each term. To obtain more specific information might require more time/possible changes in application	Henry Villareal, John Sewart, IT staff, student rep
Present "best practices", highlight or write papers about what works; also acknowledge good work	2	Some of this has been done through IPC; additional efforts needed. IPC to discuss.
Population-specific strategies to improve student success and transfer outcomes	3	A Business Process Analysis (BPA) of high school graduate experience from recruitment to completion of first semester is scheduled for November 1 and 2, 2012. Incorporate this initiative in the BPA process.
Recruiting HS graduates from high API high schools	1	A Business Process Analysis (BPA) of high school graduate experience from recruitment to completion of first semester is scheduled for November 1 and 2. Incorporate this initiative in the BPA process.

Recruiting based on AP scores/SAT scores. Can pinpoint by PSAT scores-National Merit Scholarships	3	A Business Process Analysis (BPA) of high school graduate experience from recruitment to completion of first semester is scheduled for November 1 and 2. Incorporate this initiative in the review process.
Improve student success in math; look at Math Placement Scores/Curriculum sequencing – Basic Skills Math Different ways to sequence the course-self-paced, SRA model with compressed form support	3 This initiative has been identified as having high priority.	Task Force: BSI reps, faculty reps from mathematics, Marsha Ramezane, Chris Rico, John Sewart, Jennifer Mendoza, Lorrita Ford, counselor, faculty rep from Electronics, Nursing, Psychology, faculty rep from local high school
Expand Distance Education services for faculty and students	1	Newly established Distance Ed/Technology Committee will lead this work.
Develop at least one new or “revised” CTE program	2	
Use SoTL more fully for classified, administrator, faculty development and enrichment to address today’s student – Student success skills	1	
Counseling – faculty advisor role, counselors’ role; paraprofessionals helping students getting	1, 3 Some new counseling procedures are in place,	Task Force- counselors, Laura Demsetz, Krystal Romero, Andreas Wolf, Roger Perez-Vaughan,

into most appropriate classes – lots of approaches	while others may need more revamping (e.g. use of faculty advisors)	Henry Villareal, Mike Mitchell, faculty rep from Language Arts, student rep
Engagement strategies for part-time working student (engagement to meet their needs) and other specific populations	3 This initiative has been identified as having high priority.	Task Force – Andreas Wolf, Kathy Ross, Steve Gonzales, Cynthia Erickson, Cory Putnam, external rep (e.g. Golden Gate University) Fauzi Hamadeh, Aaron Schaefer

James Carranza will present the proposed names of faculty reps at an upcoming Academic Senate Governing Committee meeting. Fauzi Hamadeh, Deborah Laulusa, and Juanita Celaya will propose the classified representative to Kathy Chaika and Annette Perot. John Kilic will seek student appointments from ASCSM to all the above mentioned task forces. At the next meeting, James and Jennifer will present an outline regarding the charge and time line for each of the task forces. Jennifer and James will then meet with the task forces to present their charge and timeline.

Other Agenda Items – None

Next Meeting – Friday, November 2, 2012, 1:00 – 3:00 p.m., College Heights Conference Room