

Institutional Planning Committee (IPC) Meeting

Friday, December 7, 2012

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

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

Members Attending: James Carranza (co-chair), Michael Claire, Juanita Celaya, David Locke, Susan Estes, Jennifer Hughes (co-chair), John Kilic, Alicia Kinert, Deborah Laulusa, Milla McConnell-Tuite, Kathy McEachron, Teresa Morris, John Sewart, Henry Villareal, Andreas Wolf

Meeting Summary

Action on the Agenda: The agenda was approved.

Action on the Meeting Summary: The summary of the November 16 meeting was approved with one addition to the following sections:

PRIE Update

Milla McConnell-Tuite provided committee members with a copy of CSM's Planning Cycle: 2005/2006 to 2016/2017. The calendars for various institutional planning committees and activities are aligned with the "master" 6-year accreditation cycle. There are more detailed calendars for a number of these committees and activities that are linked from the Planning Cycle document. Milla distributed the Budget Planning Activities as one example of the more detailed annual calendars. Mike Claire has also developed a similar annual planning calendar for the Budget Planning Committee. We will need to compare the two for consistency. Additional revisions to the calendar will be necessary, including the legend. It was suggested that we update the legend to align with our institutional planning cycle including assessment, planning, implementation, improvement, and then back to assessment. The legend also needs to reflect the current institutional committees, as several have been merged or discontinued.

Each semester, it will be important for members of IPC to review the Planning Cycle. In addition, this information needs to be included in the Quick Start Guide

for Integrated Planning for Continuous Improvement of Student Success document.

Milla also distributed the college of San Mateo Compendium of Committees. Committee members were asked to review the document for accuracy and submit any changes to Milla. This is an important document which serves as a repository for all college committees, which includes their purpose and membership.

Program Review Update

James Carranza provided an update on the work of the subcommittee that reviewed and revised the program review document. James provided the highlighted changes. There will now be a form for Instructional Programs, Student Services Programs, and Labs and Centers. There will no longer be a comprehensive and annual review. Instead, all programs will complete the annual review. Data for the program review will be provided by PRIE in November of each year. The program review due date of March 25 remains the same. The subcommittee was commended for their work on the revision to the document.

Draft Process for Classified Position Requests

Jennifer Hughes distributed a draft document outlining a proposed process for hiring permanent classified positions. This is in response to concerns raised both at IPC and the Budget Planning Committee that a process was needed to ensure that the majority of permanent classified position requests, identified in program review and through other initiatives, are reviewed by IPC once or twice during the year. Those positions identified in program review will be reviewed by IPC in April or May of each year. Any additional requests that are identified will be reviewed in September. Jennifer will make the minor changes to the document and redistribute to IPC. This will also be discussed with the Budget Planning Committee.

Update on Distance Education and Educational Technology Committee

Jennifer Hughes provided an update on the newly established Distance Education and Educational Technology Committee. An orientation was held with the committee on November 30. James Carranza, Jennifer Hughes and Susan Estes led the orientation which included an overview of the integrated planning process, information about regulatory requirements for Distance

Education, the reporting relationship of the committee to IPC and the Vice President of Instruction, and the committee's next steps. Laura Skaff, Program Services Coordinator for DSPS, and Alexis Alexander, Instructional Designer for Distance Education were appointed as co-chairs for the committee.

Local Business Needs Assessment

Mike Claire shared a recent community needs assessment document as an information item for the committee. The Board of Trustees requested that Barbara Christensen coordinate the process. The information will be shared with the CTE deans.

Other Agenda Items – None

Spring Meeting Dates

January 18

February 1, 22

March 1, 15

April 19

May 3, 17

Summary Notes provided by Jennifer Hughes, IPC co-chair