

Institutional Planning Committee (IPC) Meeting

Meeting Summary

Friday, January 18, 2013

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

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

Members Present: Alexis Alexander, James Carranza (co-chair), Juanita Celaya, Laura Demsetz, David Locke, Susan Estes, Lorrита Ford, Fauzi Hamadeh, Jennifer Hughes (co-chair), John Kilic, Paige Kupperberg, Deborah Laulusa, Beverley Madden, Kathy McEachron, Teresa Morris, Laura Skaff, Henry Villareal

Guest: Michele Haggar

Review of the Agenda

The following items were added to the agenda:

1. Review of Revised Classified Hiring Process document
2. Next steps regarding the Business Process Analysis (BPA) conducted in November, 2012
3. Orientation/training session for various college committees

Summary Notes from December 7, 2012 Meeting

The summary notes were revised as follows: Teresa Morris was not in attendance at the December 7 meeting. Laura Skaff, the newly appointed co-chair of the Distance Education and Educational Technology Committee was in attendance at the meeting.

Institutional Committee Assessments and New Plans for 2013-16

Jennifer Hughes reported that the institutional committee plans, which were developed in 2009 and spanned a four-year planning horizon (2009-2013) need be assessed regarding their status with respect to the plan goals and activities by the end of the spring, 2013 semester. New institutional committee plans, now scheduled for a three-year planning horizon (2013 -2016) need to be developed. Milla McConnell-Tuite from the Office of Planning, Research and Institutional Effectiveness, along with James Carranza and Jennifer Hughes, co-chairs of IPC, will meet with the co-chairs of the Budget Planning, Diversity in Action, and Distance Education and Educational Technology Committees to

provide guidance regarding the assessment of the existing plans and the development of the new three-year plans. A revised template for assessment of the current plans and the plan template for the new plans will be reviewed with the co-chairs.

Plan for Developing EMP Planning Assumptions

Jennifer Hughes reported that IPC needs to develop planning assumptions for the Education Master Plan. At the next IPC meeting, Milla McConnell-Tuite will provide the context for the development of planning assumptions. IPC members will work in small groups to review sections of the EMP, similar to the approach taken for the review of the EMP, in order to develop the planning assumptions.

Task Forces Update

Jennifer Hughes and James Carranza provided an update on the status of the two task forces that have been established to address the prioritized college-wide initiatives identified at the November, 2012 IPC planning session. Lloyd Davis, mathematics instructor, and Tracy Neville, Nursing instructor, have agreed to serve on the math task force. Steven Gonzalez, Electronics instructor, is unable to serve. Jennifer and James will convene the two task forces in early February. Fauzi Hamadeh, Deborah Laulusa, Juanita Celaya, Kathy McEachron, and Laura Skaff will confirm the classified appointments to the task forces with CSEA. John Kilic and Paige Kupperberg will confirm the student appointments.

Jennifer distributed a document which summarized the initiatives identified at the November IPC planning session. A variety of faculty, staff and students have been recommended to assist with each of these initiatives. David Locke suggested that the newly appointment coordinator for professional development be involved in the initiative designed to convey the responsibility that all members of the college community have to increase student engagement and student success. Jennifer and James will contact the recommended "lead" individuals for each of these task forces to determine if they are willing to take the lead in addressing the identified initiative.

Accreditation Update

Susan Estes reported that CSM's accreditation site visit has been scheduled for October 21-24, 2013. Members of IPC should make themselves available during this time as accreditation team members will want to meet with members of IPC. In addition, we should plan to hold an IPC meeting during the time of the site visit. IPC members are responsible should be fully versed on all accreditation information. Members should view the accreditation website, which includes all

the Accreditation Oversight Committee meeting agendas and summaries, as well as various reports and documents from ACCJC. The website also contains links to the 2013 institutional self evaluation. The second drafts of the self evaluation have been received and reviewed by Laura Demsetz and Susan Estes. The self evaluation will be posted to the accreditation website on February 1, 2013 for college wide feedback. Hard copies of the self evaluation will be provided to IPC members who are required to read the entire document and provide comment during the two-week review period. Subsequent to the two-week review period Daniel Keller, professor of English and editor of the self evaluation report will edit the final document. Ed Seubert, professor of Digital Media will prepare the graphics. An all-college meeting will be scheduled in May. A final piece of the self evaluation, which included demographic information, information describing how the self evaluation was organized, a description of the process for developing the self evaluation, and an update on the responses from the 2007 accreditation visit will be prepared and included in the front section of the report. The final document will be submitted to the Board of Trustees in the summer and then sent to ACCJC at least 60 days prior to our site visit.

Susan reported that the Logistics Committee will begin their work toward the end of the semester and continue through the site visit in October. This Committee is responsible for making hotel arrangements for the team members, identifying and equipping the accreditation team room, setting up interviews for the team members with college staff, and coordinating other activities associated with the site visit.

Susan Estes reported on distance education. Four of CSM's 1440 transfer degrees reached the 50% online threshold, so a Substantive Change report will be prepared for ACCJC. College of San Mateo now offers student services to distance learners that are comparable to the services offered to on-campus learners.

Susan also reported that the Substantive Change report, which is due to ACCJC six months before the accreditation site visit, is coming along very well. This report is required when a threshold of 50% or more of the course requirements to fulfill degree requirements can be completed on line is reached. A number of CSM's new 1440 transfer degrees have reached the 50% threshold. John Sewart and Milla McConnell-Tuite have compiled extensive data for the report. Susan noted that the data indicate that the achievement gap with respect to completion and success rates in distance education courses vis-à-vis traditional

“brick and mortar” courses has closed. Milla, working with Laura Demsetz, has done an outstanding job on the narrative portion of the report. The report includes a “fast facts” section which is very informative. Once completed, the report will be posted on the accreditation website and sent to ACCJC in mid-February.

Other Agenda Items

- **Review of Revised Classified Hiring Process document**

Jennifer Hughes distributed a revised copy of this draft document presented at the December 7, 2012 IPC meeting. Juanita reported that there may be some CSEA issues and concerns with the document as it relates to the CSEA contract. Juanita plans to meet with Kathy Chaika to review the document. It was also recommended that information regarding the managed hire process be included, as this does **have an effect on the hiring processes**.

- **Next steps regarding the Business Process Analysis (BPA) conducted in November, 2012**

Jennifer Hughes suggested that IPC review the report submitted by the consultant who conducted the BPA in November, 2012 to determine those “opportunities” identified in the report that we might implement. One suggestion might be to launch a pilot first year experience program for selected graduating high school students.

- **Orientation/training session for various college committees**

Jennifer Hughes reported that it has been suggested that IPC coordinate an orientation and training session for members of College Council, IPC, Academic Governing Council, Management Council, and the Associated Students. There are new members on each of these committees and it is important that they have an understanding of participatory governance, the College’s integrated planning processes, accreditation, and their respective roles and responsibilities as members of these institutional committees and governance bodies. Members of Cabinet, along with James Carranza and Milla McConnell-Tuite will meet to plan the training session which will be conducted with the identified groups early in the spring semester.

Next Meeting

The next IPC meeting will be held on February 1, 2013 1:00 – 3:00 p.m. in the College Heights Conference Room, College Center, Building 10, Room 468.

Summary prepared by Jennifer Hughes, co-chair, IPC