

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

**Friday, May 3, 2013**

**1:00 – 3:00 p.m.**

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

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

### **Summary Notes**

#### **Presentations:**

##### **SoTL Presentation**

Jeremy Wallace provided an update on the professional development efforts underway at the college. He reported that last fall the Academic Senate wanted to revive SoTL. In order to do so, it was determined that faculty coordinators were needed to lead this effort. Jeremy Wallace and Theresa Martin, were selected. One immediate project they have been working on it to establish a website, which will include a calendar of events. The website will be launched soon. One program that was launched this fall and which will continue in the spring is the Reading Apprenticeship (RA) Program. Currently there are three faculty inquiry groups (FIGS) associated with RA and thirty faculty are participating. BSI has helped with the funding for this initiative. The second program is the Community College Teaching and Learning Program (CCTLP) in which 11 faculty are currently participating. The new faculty hired for 2013-14 will also participate. Because the participating faculty are from a variety of departments, CCTLP provides a good opportunity for cross-disciplinary dialogue and sharing. Jeremy reported that he and Theresa plan to focus their efforts on expanding CCTLP, continuing to promote and grow the Reading Apprenticeship program, partnering with the Diversity in Action Group (DIAG) to plan the President's Speakers series, and creating a forum for faculty to share their work and ideas.

##### **Honors Project Update and Strategic Plan**

Tim Maxwell and David Laderman provided an overview of the Honors Project and their strategic plan for the project. Several students from the Honors Project were present and shared their experiences in the Honors Project. Thirty (30) students are currently enrolled in the honors seminar courses (MATH 329, PHYS 329, FILM 329 and ENG 329.) The short term goal is to increase enrollment to 50 students while the long term goal includes the

expansion to 6-8 honors courses and 80 students. All honors students develop an honors project and paper. According to Tim, the nature of the program is different but not elitist. The goal is to make the experience of “inquiry” part of every student’s experience. Four students, of the eleven that submitted proposals, will be participating in the 6<sup>th</sup> Annual Honors Research Symposium held at Stanford on May 4, 2013. Guest, Merle Cutler, English instructor, raised concerns regarding the current curricular structure of the Honor’s Project and suggested that other approaches be examined. Because this is a faculty matter, it was suggested that the faculty continue to discuss curricular approaches and that information be brought to Committee on Instruction.

### **Plan for Sustainability**

Karen Powell presented information on CSM’s Plan for Sustainability. The California Community College Board of Governors’ has passed regulations that require each community college to develop a sustainability plan. A statewide template for the plans has been developed which will assist colleges with the development of goals, objectives, timelines, and criteria for success.

A CSM sustainability committee, co-chaired by Kathy Ross and Karen Powell, has been formed with representatives from all constituent groups. They have developed a plan which includes a number of goals, objectives, and action steps to address sustainability issues at the college.

Sustainability plans developed by the three will be submitted to the Board of Trustees at the June 12, 2013, meeting. Any feedback regarding CSM’s plan should be directed to co-chairs Kathy Ross and Karen Powell.

### **Review of the Agenda**

The agenda was approved.

### **Summary Notes from April 19, 2013 Meeting**

The summary notes from April 19 were approved. It was noted that Hayley Sharpe was in attendance at the meeting.

### **Process for Funding New College Initiatives**

Mike Claire informed the committee that there are some additional funding available to the college from the following sources:

**The San Mateo County Community College Foundation** - The Foundation has been very successful with fundraising . Mike indicated that he has accumulate over time approximately \$90K in the President's Innovation Fund. Some of the funding has been used to fund a variety of college initiatives.

**The San Mateo Athletic Club (SMAC)** - SMAC has exceeded its membership goals and as a result has additional revenue. Some of this funding will be made available to CSM.

**CSM's Facilities Rental** – CSM has received nearly \$250,000 in revenue this year from rental of facilities, including parking lot rentals. Additional funds will be received next year from Nueva School who will be renting the main floor of Building 12 and Palo Alto University who will be renting two offices and some classrooms.

Mike mentioned that these funds could be used to help support college wide initiatives. Mike has recommended that at a future meeting IPC develop a process for allocating some of these funds.

### **Revision to Diversity Statement**

Jennifer Hughes shared the revised Diversity Statement with the committee. The revisions are very minor and do not change the content of the Diversity Statement in any way. The revision will be submitted to the Board of Trustees for approval at their May 15<sup>th</sup> meeting.

### **Begin Process for Reviewing Program Reviews**

James Carranza and Jennifer Hughes discussed the process by which the IPC small groups will review their assigned program reviews on Saturday, May 4. It was agreed that the groups would not use the yes/no rating on the feedback form, but instead focus on providing comments in each of the sections. It was noted that we need to assess whether the department has made a sufficient case for the resources being requested (e.g. faculty/staff positions.) It was agreed that any program reviews or sections of program reviews that are exemplary should be so noted.

### **Other Items**

**Next Meeting: Saturday, May 4, 2013, 8:30 a.m. – 2:00 p.m., College Heights Conference Room**