

Institutional planning Committee

Friday, September 6, 2013

Summary Notes

Members Attending:

Alexis Alexander, Kathy Blackwood, James Carranza, Juanita Celaya, Michael Claire, Laura Demsetz, Gary Dilley, Amanda Governale, Fauzi Hamadeh, Hanna Haddad, Jennifer Hughes (co-chair), David Laderman (co-chair), Deborah Laulusa, David Locke, Beverley Madden, Teresa Morris, John Sewart, Hayley Sharpe, Laura Skaff, Jennifer Mendoza-Taylor, Henry Villareal, Andreas Wolf

Welcome and Introductions

New members were welcomed. They include Gary Dilley, interim Vice President, Instruction; Jennifer Mendoza-Taylor, co-chair of the Learning Support Centers; Associated Student representatives Amanda Governale and Hanna Haddad; and James Carranza, co-chair, Basic Skills Initiative Committee.

Review of the Agenda

The agenda was approved.

Summary Notes from May 17, 2013 Meeting

The summary notes of the May 17, 2013 meeting were approved.

Possible Addition of Committee Members

There was discussion regarding the addition of an instructional administrator to the Committee. Due to the dissolution of three committees (Enrollment Management Committee, Human Resources Committee and Technology Committee) IPC has only one remaining instructional administrator. Because many of the initiatives that IPC has explored are generated from instructional areas, it would enhance communication if an instructional administrator was added to the committee. There was general support for the addition. This will be decided at the September 20, 2013 meeting.

Classified and Administrative Positions

Jennifer Hughes distributed the document which included all the classified position requests submitted through the spring, 2013 program reviews for instruction, student services, and learning labs and centers. This list is being updated to insure that it does not include "vacant" position requests since there is an established process for filling classified vacancies. The budget amounts for the positions will also be updated to reflect current salary and benefit costs. Finally, in an effort to better understand the rationale for some of the requested positions, Cabinet has scheduled meetings with appropriate deans and supervisors to obtain additional information. There may be additional positions that are identified by the deans to support overall division responsibilities, and through the program reviews submitted for administrative units. The compiled list will be reviewed at a meeting of the instructional and student

services administrators. Recommendations regarding prioritized positions will be submitted to Cabinet for review and final decision. Cabinet will meet with CSEA to discuss the positions. IPC, with its newly added budget oversight responsibility, will establish a recommended budget and possible funding sources for the classified positions to submit to the College President. This will assist the instructional and student services administrators in determining the number of positions that may be recommended. IPC may also provide recommendations from the list of positions that might assist in furthering college initiatives. While not all positions can be funded in this year, the budget situation is much more stable which will allow us to fill some of these positions.

President Claire provided information regarding two administrative positions that he is considering: a vice president of administrative services and a dean of academic support. The latter will likely be an instructional dean position. He distributed a document (attached) that provides the rationale for both positions, as well as historical data regarding the number of faculty, classified, and administrative positions the college had in 2006 and 2013. There has been a net loss of 31.25% of administrative positions over this period. Mike has reviewed the position requests with the leadership of the Academic Senate, the AFT, and CSEA. He is requesting feedback which will be reviewed at the September 20, 2013 IPC meeting.

Process for Reviewing Division Themes and Trends from Program Review

The committee discussed possible approaches for reviewing the division themes and trends from program review that were compiled by each division at the end of the spring, 2013 semester. It was agreed that each committee member would independently review the division themes and trends to determine if there some common themes across divisions. At the September 20, 2013 meeting, members will share their observations. This information may help determine if there are initiatives and possible funding that would help address any common themes/trends identified. It may also be useful information for updating or modifying the objectives in each of the Institutional Priorities.

Action: Committee members to review the division themes and trends. Bring feedback to the September 20, 2013 meeting.

Recommendation to Change Name of IPC from Institutional Planning Committee to Institutional Planning and Budgeting Committee

At the May 17, 2013 meeting of IPC a decision was reached to subsume the Budget Planning Committee within IPC. As a result, it is necessary to change the name of IPC to include the budget oversight and monitoring function. Agreement was reached to change the name to the Institutional Planning and Budgeting Committee (IPBC.)

Institutional Planning Committees

Jennifer Hughes reminded committee members that we are beginning a new cycle for the Institutional Planning Committee plans. The cycle for the first round of institutional plans concluded in spring, 2013.

All committee co-chairs need to provide an evaluation of their plans, including the plans for the committees that have been deactivated (i.e. Human Resources, Technology, Enrollment Management.) Jennifer Hughes and Milla McConnell-Tuite will work with Kevin Henson, Andreas Wolf, and Sandra Comerford to close out the Enrollment Management Plan, Human Resources Plan and the Technology Plan. In addition, Henry Villareal will be responsible for evaluating the Diversity in Action Committee plan and the Budget Planning Committee plan. Directions and assistance will be provided to the remaining committees; Diversity in Action Committee and the Distance Education and Educational Technology Committee in developing their new three-year plans. The plans will be due in early November.

The committees of the Academic Senate that produce plans (i.e. Library Advisory Committee, Learning Support Centers) and the Basic Skills Committees do not utilize the same plan template as the other institutional committees, but should provide an update to IPC on their plans.

Task Forces – Next Step

Jennifer Hughes presented committee members with the reports provided by the two task forces. IPC will need to discuss these reports at the September 20, 2013 meeting to determine what additional action needs to be taken.

Accreditation Items

Jennifer Hughes reported that the *Self Evaluation Report* has been completed and is now posted to the Accreditation website. Hard copies of the *Report* were distributed to committee members. An all college meeting is scheduled for October 2 to provide the college community with information about the upcoming external evaluation site visit scheduled for October 21 through October 24, 2013. A meeting of IPC will be held on Tuesday, October 22 during the time of the team visit. This conflicts with the Academic Senate Governing Council meeting. Jennifer and David will discuss scheduling. Special thanks to Laura Demsetz, co-chair of the 2013 Institutional Self Evaluation process, staff from PRIE, and all members of the Standards writing teams, which included district liaisons, for all their efforts in developing the *Self Evaluation Report*. The report provides an accurate description of the College and is supported by extensive evidence.

Presentation: Update on Pathway to College

Jennifer Mendoza-Taylor and Ron Andrade provided an update on the 2013 Pathway to College Program. Students and mentors in the program shared their experiences with the committee. The focus of the summer program was to contextualize and make math fun, help improve students' motivation and confidence, and help students become more comfortable at the college. Of the thirty-five students enrolled in the program, twenty-nine completed. Fifteen students improved their math placement by at least one level; six students improved their math placement by two levels.

Next Meeting: Friday, September 20, 1:00 – 3:00 p.m., College Center, College Heights Conference Room, Room 468

Tentative Agenda Items

- Discuss Common Themes and Trends from Division Program Reviews
- Provide feedback regarding administrative positions
- Discuss next steps for IPBC task forces