

Institutional Planning and Budgeting Committee (IPBC) Meeting

Friday, September 20, 2013

1:00 – 3:00 p.m.

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

Members Present: James Carranza, Laura Demsetz, Gary Dilley, Amanda Governale, Hanna Haddad, Jennifer Hughes (co-chair), Maggie Ko, David Laderman (co-chair), David Locke, Milla McConnell-Tuite, Teresa Morris, John Sewart, Hayley Sharpe, Laura Skaff, Jennifer Taylor-Mendoza, Henry Villareal, Andreas Wolf

Meeting Summary

Review of the Agenda

The agenda was approved after a minor reordering and the addition of the following item:

- Name for BPA Project for Graduating Seniors

Summary Notes from September 6, 2013, Meeting

The summary notes from the September 6, 2013, meeting were approved.

Possible Addition of Instructional Administrator to Committee

The addition on an instructional administrator to IPBC was approved. The instructional administrators will discuss the appointment. It was suggested that an instructional dean with CTE experience (i.e. Kathy Ross) would be a beneficial addition to the committee.

Classified Positions

Jennifer Hughes asked committee members to begin thinking about some possible criteria to provide to the instructional and student services administrators who are currently reviewing the classified position requests. This information will be useful in determining the prioritization of the classified position requests that have been submitted.

Action: Discuss possible criteria at the next meeting.

PRIE Update

John Sewart and Milla McConnell-Tuite provided updates on the following:

- *Compendium of Committees document*: The committees need to be updated before the accreditation external evaluation site visit. Please submit any changes to Milla by September 25.
- *College Index*: At the next meeting, John and Milla will have information regarding the 2013 targets that were established last year by IPC. We will have an opportunity to review how we did relative to our 2013 targets on each of the indicators and begin to develop targets for 2013-14.
- *Program Review Data*: The data for program review is almost ready. It is anticipated that they will be able to send it to the divisions ahead of the November 1 deadline. Gary Dilley mentioned that the vice presidents and college researchers recently met with staff in IT to look at the development or

possible purchase of a “data dashboard” which would provide faculty and staff the ability to drill down on various program and course level data. If we can move in this direction, it will reduce the number of routine requests to PRIE and allow the staff to focus on other data requests.

- *Spring, 2013 Student Climate Survey:* The surveys have been completed. There is still some work to be done on trend analysis and the narrative.
- *Gainful Employment Disclosure Information:* This information has been posted to our website. It includes time-to-completion data for CTE certificate programs.
- *SFSU Bridges Grant:* There was a data request to provide course success data for various CSM science coursework.
- *Pending Projects:* A list of the pending research projects for 2013-2014 was shared. These requests are reviewed with Cabinet who prioritizes the projects. Some research projects (i.e. accreditation) will always “trump” other research requests. During the spring and summer, PRIE staff were completely involved in accreditation research and data analysis. As a result, other project requests by deans and faculty could not be accommodated. Two project requests were added at the meeting: Honors Project and Pathways, 2012.

Action: Committee members to send any changes in committee membership listed on the Compendium of Committees to Milla by Wednesday, September 25, 2013.

Review Division Themes and Trends

Each committee member provided a summary of the key themes and trends they identified when reviewing the themes and trends summarized by each division. Key themes include, but are not limited to, the need for more full-time faculty, additional professional development, more learning and student support services, and more collaboration. The committee discussed possible approaches for disseminating this information to the college community, including presenting this information at division meetings, Academic Senate Governing Council, and in an all-college communication. The importance of acting on some of these themes was stressed; by doing so, the college community will see that IPBC is reviewing and acting on information from program review.

Action: Committee members will submit their summary of themes and trends to Jennifer by September, 25. Jennifer Hughes and David Laderman will provide a summary list and the top four or five themes that have emerged.

Approval of *Overview of Integrated Planning for Continuous Improvement* document

The *Overview* document was approved.

Task Forces- Next Steps

Laura Demsetz and Jennifer Mendoza, two members of the Math task force, reviewed the report submitted by the task force last spring. The recommendation is to continue with several of the initiatives currently underway (i.e. Supplemental Instruction, the Math 811 Project, and the Pathways Program with the goal of institutionalizing them. Currently, they are funded from a variety of sources. The committee recommends that we hold off on any extensive change in the assessment instrument and wait to see what the state plans to do regarding the common assessment. They also wish to hold off on any major changes in the course sequence but rather wait to see what Skyline’s pilot yields in terms of any improvements in persistence and

success rates. The task force will report back at the end of the fall with a more detailed proposal including funding requests for the initiatives.

Andreas Wolf, member of the task force charged with examining Student Engagement for Part-time/Working Students, reviewed the report submitted by the task force last spring. Three major recommendations were noted: 1) Build an academic advising model which can be more cost effective given the limited number of counselors; 2) develop a bridge to the community by providing more internship opportunities for students in CTE programs, and 3) provide professional development to faculty working with part-time/working students. With respect to the internship opportunities, the District has hired Dave Dempsey, an independent contractor, to explore creating greater connections between the community and the three colleges. Conversations with the independent contractor, Andreas, and Kathy Ross have resulted in the possible establishment of a pilot involving approximately ten (10) businesses to place our students as interns in these companies. There is also some thought as to how to bring back Cooperative Education so that students can earn credit for work experience.

Action: Invite Kathy Ross and Dave Dempsey to an October meeting to further discuss pilot project and propose funding needed.

Presentation: Update on Reading Apprenticeship Program

Theresa Martin, Jennifer Mendoza, and Kathy Diamond provided an update on the Reading Apprenticeship (RA) Program (summary Power Point attached.)

Key points of their presentation included:

- Student surveys indicate that RA is improving the learning experience for students
- Number of students exposed to RA is increasing (F'12 =300; Sp'13 = 500; F'13 = 1500)
- Over 30 disciplines now have faculty using RA; more than 50 faculty and staff have been trained; the Faculty Inquiry Groups (FIGs) help maintain faculty enthusiasm and excitement about RA.
- Student tutors are learning the RA strategies; monthly meetings take place with the Student Inquiry Groups (TIGs)
- The Academic Senate has made RA one of its keystone professional development activities
- Faculty are starting to explore RA for online courses
- They are still working on the data analysis with PRIE

Next Steps:

- Identify funding for the remainder of this year and next
- Address administrative limitations for RA
- Promote, increase participation, evaluate

Action: RA should provide proposal for funding needs for a three year period. Contact Jennifer Hughes when ready so that the proposal can be brought to IPBC.

Other Items: Name for BPA Project for Graduating Seniors - Tabled

Next Meeting: Friday, October 4, 1:00 – 3:00 p.m. College Center, Bldg. 10, 4th floor, College Heights Conference Room, Room 468

Summary notes provided by Jennifer Hughes, IPBC co-chair