

Institutional Planning and Budgeting Committee (IPBC) Meeting

Friday, January 24, 2014

1:00 – 3:00 p.m.

College Heights Conference Room, College Center, Room 468

Members Attending: Stephanie Alexander, Kathy Blackwood, Juanita Celaya, Michael Claire, Sandra Stefani-Comerford, Laura Demsetz, Hanna Haddad, Kevin Henson, Jennifer Hughes (co-chair), Maggie Ko, David Laderman (co-chair), Deborah Laulusa, David Locke, Beverley Madden, Milla McConnell-Tuite, John Sewart, Hayley Sharpe, Laura Skaff, Henry Villareal, Andreas Wolf

MEETING SUMMARY

Welcome New Members

New members of the committee were welcomed: Sandra Stefani Comerford, Vice President of Instruction; Jan Roecks, Vice President of Administrative Services; Kevin Henson, Dean of Social Science/Creative Arts (dean appointed by the Instructional Administrators Council)

Review of the Agenda

The agenda for January 24, 2013 was approved.

Review Summary Notes, December 11, 2013 meeting

The summary notes from the December 6, 2013 and December 11, 2013 meeting were approved with one minor correction to the December 11 summary notes; College Council was referenced as College College.

Name Change for IPBC

The committee discussed the proposal to change the name of the Institutional Planning and Budgeting Committee back to its original name of Institutional Planning Committee (IPC.) All agreed that the acronym is difficult to pronounce and the budgeting function will remain a focus of the committee. There was thought that the new title had been created to make more explicit, primarily to the Accrediting Commission, the link between institutional planning and resource allocation. This can be incorporated into the Mission Statement for IPC.

Action: Change IPBC to IPC. Jennifer will work with Milla and Bev to update the website.

Revised Draft of Classified Position Requests Document

The committee reviewed the latest version of the classified hiring process document. Suggested changes to increase clarity to #5 of the document were requested. The document was approved.

Action: Jennifer will circulate the requested wording changes to the committee.

Establishment of Focus Groups/Campus Climate Survey Concerns

Milla McConnell-Tuite provided an overview of the focus group process that will be used to probe more deeply into the following areas of concern that have repeatedly surfaced in the Student Satisfaction and

Climate Survey. The goal is to conduct approximately 10-15 focus groups in April so that preliminary findings can be shared with the committee at a May meeting. Incentives will be provided to those students who participate. Henry Villareal will assist in co-conducting some of the focus groups; Bev Madden will assist in recording the focus group sessions.

Draft of Revised Institutional Priorities and Objectives

The committee reviewed the draft of the Institutional Priorities and Objectives document which was reviewed and revised at the IPBC fall retreat. Milla mentioned that some of the objectives included the term “assess” while others did not. Because we are assessing all objectives, we need to use the term consistently throughout the document. References to closing the achievement gap are referenced in the document. Based on the revised/new objectives, the committee may wish to revisit some of the College Index targets. The Institutional Priorities are part of the Mission Statement. As a result, because some of the Priorities were changed and a new priority was added, the document will need to be approved by the Board.

Action: Jennifer will prepare the document for review and action by the Board of Trustees.

Institutional Planning Effectiveness Document

The committee was provided a copy of the Institutional Planning Effectiveness report that was submitted to ACCJC at the end of the fall semester. The document has been sent to the college community and is posted on the website.

Supplemental Instruction – Additional Data Requests

Henry Villareal had requested that the committee conduct additional data analysis on student participation in Supplemental Instruction and its impact on student progression through the mathematics sequence and success in math courses. PRIE can assist the SI team in gathering and analyzing these data. The committee has approved SI in concept; the exact amount of funding that will be granted has not yet been determined as more information about the college budget is needed. The committee recognizes that this is a time-sensitive matter as the SI faculty are trying to finalize scheduling for the fall, 2014 semester.

District Allocation Model

Kathy Blackwood presented information on the current discussions taking place district wide regarding a revised District Allocation Model. She provided historical information on the allocation model that was last revised in 2005. Now that the emphasis is less on growth, a new model is needed. A copy of the PowerPoint presentation will be posted to the IPC website.

Next Meeting: February 7, 2014, 1:00 – 3:00 p.m. College Heights Conference Room, College Center, Room 468

Summary notes provided by Jennifer Hughes, IPC co-chair.