

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

**Friday, February 7, 2014**

**1:00 – 3:00 p.m.**

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

Members Attending: Stephanie Alexander, Juanita Celaya, Michael Claire, Sandra Stefani-Comerford, Laura Demsetz, Hanna Haddad, Kevin Henson, Maggie Ko, David Laderman (chair), Deborah Laulusa, David Locke, Milla McConnell-Tuite, John Sewart, Hayley Sharpe, Laura Skaff, Henry Villareal, Andreas Wolf, Maggie Garcia, Jan Roecks, Teresa Morris, Jennifer Taylor-Mendoza, Theresa Martin, Jeramy Wallace

### **MEETING SUMMARY**

#### **Review of the Agenda**

The agenda for February 7, 2014 was approved.

#### **Review Summary Notes, January 24, 2014 meeting**

The summary notes from the January 24, 2014 meeting were approved. There was a question about whether the classified hiring process document had been approved at that meeting, given we were discussing minor revisions today. The Chair explained that it was approved, pending the incorporation of suggested minor revisions; and that today we were reviewing the minor revisions for approval.

#### **Announcement**

Mike Claire informed the committee that CSM had received official word of full reaffirmation of accreditation from ACCJC.

#### **Final Version of Classified Position Requests Document**

The committee reviewed the minor revisions to the latest version of the classified hiring process document. The document was approved.

**Action: Approval of the document.**

#### **Supplemental Instruction – Proposed Budget Allocation**

Mike Claire and Jan Roecks related that Cabinet intends to support moving ahead with the SI program and its proposed budget, but will assess the classified staff request in the budget separately, in the context of the campus-wide classified staff hiring process. Mike made reference to the possibility of a request to the Chancellor's office for a special allocation fund to help supplement the SI budget. Henry requested that data be provided and analyzed within a reasonable timeline, regarding the impact of SI on student success, from basic skills courses to transfer courses.

Tangential discussion ensued (Andreas, Milla) regarding a formal process for assessing data in similar student support programs and initiatives; that such a process should be included in the new initiative proposal and assessment forms being developed (possibly as a "checklist"). It was mentioned that such data assessment will impact PRIE resources, and this needs to be taken into account. The new Dean of

Academic Support might take a lead role in data, assessment and resource issues, in a kind of “program review” for such initiatives.

**Action: Committee approval of moving forward with SI.**

### **Classified Position Requests – Update**

Mike and Sandra related that Cabinet is moving forward with deciding on classified staff hiring. Mike described the difference between considerations for hiring faculty and for hiring staff. Priorities continue to be health and safety mandates; communication with CSEA; evaluation of new needs in the context of first looking closely at existing staff positions, before making new hires (though new hires will be made). Mike suggested taking a “comprehensive” view of classified staff hiring, versus one based on “silos” and isolated needs.

Sandra presented two positions that Cabinet wants to move forward with: a Program Services Coordinator for Counseling (in the Assessment Office) that would cover a wide range of duties and responsibilities; and an Office Assistant II for the International Education Program . This position is externally funded; there is no Fund 1 impact. There was some discussion regarding why the position in Assessment changed from being an Office Assistant II position to a PSC position. Marsha Ramezane came over from Counseling to explain the reasons for the change.

**Action: The committee approved moving forward with these two positions.**

### **Reading Apprenticeship: Request for Institutionalization**

Theresa Martin provided a power point presentation on Reading Apprenticeship, describing in detail past and projected activities, including data on increasing student and faculty involvement, and student success. Some discussion occurred around the projected budget, which may be slightly overestimated. Mike Claire expressed his commitment and support. Henry commended the program’s far-reaching, cross-curricular intervention and impact.

**Action: The committee approved moving forward with the RA program.**

**The Chair informed the committee that there will be no meeting February 21, 2014.**

**Next Meeting: March 7, 2014, 1:00 – 3:00 p.m. College Heights Conference Room, College Center, Room 468.** This meeting will be devoted to a presentation regarding the Long Beach City College model for assessment of new students using high school transcripts.

*Summary notes provided by David Laderman, IPC co-chair.*

