

Institutional Planning Committee (IPC) Meeting

Friday, March 21, 2014

1:00 – 3:00 p.m.

College Heights Conference Room, College Center, Room 468

Membership: Alexis Alexander, Stephanie Alexander, Ron Andrade, Michael Claire, Sandra Stefani-Comerford, Laura Demsetz, Fauzi Hamadeh, Hanna Haddad, Kevin Henson, Jennifer Hughes (co-chair), Maggie Ko, Deborah Laulusa, David Locke, Beverley Madden, Milla McConnell-Tuite, Teresa Morris, Jan Roecks, John Sewart, Hayley Sharpe, Laura Skaff, Jennifer Taylor-Mendoza

MEETING SUMMARY

1. Review of the Agenda

The agenda was approved.

2. General Observations/Feedback Re: Presentation – Long Beach Alternate Assessment Model – Next Steps

Committee members provided feedback on the presentation from Dr. John Hetts, Director of Institutional Research at Long Beach City College, regarding the alternate assessment model that has been implemented at LBCC. Overall, those who attended the presentation thought it was interesting and that further exploration would be beneficial. Committee feedback included the following:

- It's a good evidence-based model; preliminary results are very promising regarding course completion and success
- Improved placement and course completion can have significant impact on “earning years” that results from acceleration
- The prescriptive counseling for the students is likely a key to the success of this effort; highly intrusive measures to which resources are devoted usually impact student success
- Obtaining the data from the high school may be time consuming/challenging.
- The program may help us in addressing the “age” achievement gap.
- The program demonstrates a good use of multiple measures; evidence-based measures
- The program places value on the students' high school experience

Preliminary discussions with the Interim Dean of Language Arts and PRIE are taking place to examine data on our current high school students, their high school transcript records, and their college placements.

3. SSSP and Student Equity Plans

Jennifer provided the committee with information about the SSSP and Student Equity reports that will be due to the State Chancellor's Office in the Fall. (SSSP is due October 17; Student Equity is due November 15.) Marsha Ramezane will serve as the Project Coordinator for the development of the

SSSP plan, which is similar to the former matriculation plan and asks the college to identify how it will implement the “cores services” (assessment, orientation, counseling). There is an accompanying budget for the SSSP plan. Jennifer noted that unlike the former matriculation budget which was based solely on headcount by student type (e.g. new student, continuing student,) the SSSP budget is based on headcount (40%) and the core services received by students (60%). Thus, it will be important that we are accurately collecting data on the assessment, orientation, and counseling services provided to students. A significant portion of the budget is tied to the completion of student education plans (35% of the 60%). A committee to prepare the report is being formed which includes representatives from student services and instruction.

Jennifer Hughes and Sandra Comerford provided a proposed committee composition and timeline for the development of the Student Equity plan. IPC recommended that an instructional dean, Jennifer Taylor-Mendoza, be added to the committee. The suggested faculty, classified, and student appointments will be vetted and approved by the appropriate constituencies. Jennifer Hughes and Sandra Stefani Comerford will serve as co-chairs for the committee which will report to IPC. A preliminary meeting between the Student Equity co-chairs and PRIE staff will be conducted right away to determine if the college has all the necessary data required for the plan. The committee will convene in May to review the data. The majority of the writing of the plan will take place over the summer.

4. Mid-Year Budget Update

Jan Roecks and Mike Claire provided an update on the mid-year budget. Jan provided an overview of the various categories within the budget, including:

- position control (i.e. permanent salaries) which accounts for the majority of the budget (\$17,533)
- non- position control (i.e. salaries for adjunct personnel/overloads)
- summer school
- supplies and other operating costs

The college’s total budget is \$28,930. At this point, we are on track with total expenditures (54%). Within the majority of the categories identified above, the expenditures are also on track (approximately 50% expended) which is what is to be expected at this mid-point in the year.

The next update to IPC will occur when the budget has closed for the year. Mike and Jan will provide four budget updates each year to IPC to include the preliminary budget, actual budget, mid-year budget, and end-of-year budget. IPC needs to continue discussing whether a small subcommittee of IPC is needed, or whether periodic reports to IPC is sufficient for the integration of budget planning with the planning process.

Other Items:

PRIE Update: John provided data regarding the matriculation for students graduating from San Mateo County High Schools over the 2007/08-2011/12 period. The report reflects the count and take rate for each SMC high school to each of the three colleges. CSM has the highest take rate (27.7%) followed by Skyline at 24.1% and Canada at 16.1%. Jennifer mentioned that CSM is continuing its efforts to focus

on the transition of students from high school to CSM. Mike Claire has held a meeting with key principals (Hillsdale, Sequoia, and Half Moon Bay) to discuss further collaborations and partnerships. The AB 86 grant that the SMCCCD is applying for will help create career pathways for high school students to college.

Saturday Program Review Session: Jennifer reported that the Saturday meeting of IPC to review the program reviews is scheduled for Saturday, April 26 from 9 a.m. – 3:00 p.m. in Building 18, Room 206.

Next Meeting: April 11, 2014, 1:00 – 3:00 p.m. College Heights Conference Room, College Center, Room 468