

## Institutional Planning Committee (IPC) Meeting

Friday, October 3, 2014

1:00 – 3:00 p.m.

**Members Attending:** Ron Andrade, Lana Bakour, Juanita Celaya, Sandra Stefani-Comerford, Laura Demsetz, Alicia Frangos, Maggie Garcia, Fauzi Hamadeh, Kevin Henson, Jennifer Hughes (co-chair), Java Inatov, Maggie Ko, David Laderman (co-chair), Beverley Madden, Milla McConnell-Tuite, Teresa Morris, Jan Roecks, Laura Skaff, Jennifer Taylor-Mendoza, Henry Villareal, Andreas Wolf

### MEETING SUMMARY

#### Review of the Agenda

The order of the agenda was changed to accommodate guests. The program review themes and trends discussion followed the classified position request process discussion.

#### Revised Summary Notes

The revised summary notes from the August 29 meeting were approved. The September 19 summary notes were approved with one revision. It was suggested that the Laura Demsetz' name be added to the sentence *"She (Juanita Celaya) and Laura Demsetz pointed out that certain elements of the position approval process remain unclear and not finalized."*

#### Classified Position Request Process

Some concerns still exist regarding the classified position request process. Jennifer provided a background on how the process was developed and emphasized the importance of honoring the process, creating transparency, but maintaining flexibility in hiring. Some concerns still exist, including, but not limited to:

- the lack of input by the classified staff; the issue of the lack of a classified senate was raised again
- some of the classified position requests that came through program review were not set at the appropriate classification given the proposed duties; salary ranges were incorrect
- the process has evolved over time and now has too many steps; streamlining is needed
- timelines could be clearer
- the final decisions regarding the four positions that were hired was not shared with IPC until the first meeting of the fall semester

It was agreed that a small task force (Andreas Wolf, Henry Villareal, Juanita Celaya, Jan Roecks, Jennifer Hughes) would meet to review the process and provide some suggested changes.

#### Program Review Themes and Trends: New Document Aligned with Ongoing Initiatives.

David provided the committee with an update of the program review themes and trends document. Laura Demsetz, Theresa Martin, and Jennifer Hughes have added the college initiatives and professional development activities that address one or more of the themes/trends identified. Additional items were added during the discussion (i.e., adding Maker Space, Habits of Mind/Mindset 4.0.) It was suggested that a first column be added "Area of Concern" and that the heading of the column "Strategies in Development" be changed to "Potential Strategies/Strategies Under Discussion". In addition, it was suggested that a column be added designating the "contact person/committee" for the various

activity/initiative. This will help the college community know to whom they can direct inquires. Additional suggestions should be forwarded to Theresa Martin. Once the changes are made and suggestions added, Jennifer and David will distribute the document to the college community.

### **Freshman Success Initiative (FSI) Proposal**

David noted that the Freshman Success Initiative proposal document was distributed to committee members after the September 19 meeting with a request for committee members to review and provide input. Everyone thought it was a good proposal and structure. The FSI Steering Committee will be comprised of members of Cabinet and identified high school principals. The three subcommittees will be comprised of college and high school personnel. It was suggested that the subcommittees have no more than 10 members each. Several faculty/staff have already expressed interest in serving on one or more of the subcommittees. Committee members were asked to approach faculty/staff that they think might wish to serve on one of the subcommittees. David and Jennifer will send an email to the college community soliciting participation. There is some thought of providing stipends to those who serve on a committee. The majority of the work of the subcommittees will take place between December and March. It was also suggested that we have one person who participates on all three subcommittees to ensure that the components are coordinated and ongoing feedback is provided to the Steering Committee.

### **Update on Project Change**

James Carranza, Jennifer Taylor Mendoza, and Katie Bliss provided an overview of the Project Change proposal for CSM (see attached). The program first began as a BSI project. The program is designed to assist court involved persons with postsecondary educational opportunities. Currently, 10 students who have been referred by community partners are enrolled at CSM in the pilot program. The program operates similar to a freshman year experience. Students are matched with mentors and are provided many supportive services. There will be connections with Foster Youth outreach, which Krystal Romero has been leading.

As the program continues, we may look at course offerings, including online, in some of the community facilities to assist those who are not able to come to the college. (CSM's former tele courses used to provide educational opportunities for court involved persons.) A second cohort will be launched in the summer, 2015. There was some discussion regarding the possibility of offering more open entry/open exit opportunities since potential students are getting out of the system at various times.

The program will first be developed at CSM and then later expanded to Skyline and Canada. Funds have been allocated from the District to launch the program; thus, there is no Fund 1 impact. Board President, Tom Mohr, is very interested in this initiative.

Next Meeting: Friday, October 17, 2014, 1:00 – 3:00 p.m. College Heights Conference Room, Bldg. 10-468