

Institutional Planning Committee (IPC) Meeting

Friday, November 21, 2014

1:00 – 3:00 p.m.

College Heights Conference Room

Members Attending: Ron Andrade, Lana Bakour, Juanita Celaya, Michael Claire, Sandra Stefani-Comerford, Laura Demsetz, Alicia Frangos, Maggie Garcia, Fauzi Hamadeh, Kevin Henson, Jennifer Hughes (co-chair), Java Inatov, Teresa Morris, Jan Roecks, John Sewart, Laura Skaff,

MEETING SUMMARY

1. Review of the Agenda

The agenda was approved.

2. Review of Summary Notes from October 3, 2014 Meeting

The summary notes from the October 3, 2014 meeting were approved.

3. Classified Positions

Jennifer Hughes provided information to the committee three new classified positions that will be going forward. They are all in the Transcript Evaluation Services offices and include two additional full-time transcript evaluators and one par-time office assistant. The TES service is working verywell, but the current staff are unable to keep up with the demand and the approximately wait time for an evaluation is approximately 17 weeks, which doesn't provide students or counselors with the information they need to carry out appropriate educational planning. The positions will serve all three colleges but will be housed at CSM with the existing two staff. The first year of funding will be provided from district funds; subsequent funding will come from SSSP funds.

Jennifer also mentioned that there are both faculty and classified staff identified in the SSSP plan. Because these will be categorically funded, there will be no impact on Fund 1 (general fund.) The positions are needed to carry out the "core services" outlined in the SSSP plan, which focuses on assessment, orientation, and counseling.

4. Compendium of Committees; Committee Practices - Tabled

5. Update on Withdrawal Survey

The subcommittee shared the withdrawal survey with the committee. A few additional questions were suggested which will be reviewed by the subcommittee. Once completed, the survey will be sent to AFT (meeting scheduled for December 10) and the Academic Senate for their review and input. A final version will be provided to IPC. The survey will be administered in early spring, 2015 semester.

6. Update on College Council; Revised IPC Mission Statement

Jennifer Hughes mentioned that College Council has been involved in a year-long assessment of its function and purpose. After thorough review of meeting agendas and actions taken by College Council over several years, as well input from all constituencies, it has been determined that College Council no longer needs to exist. It was noted that one of College Council's primary functions was to ensure that participatory (shared) governance was implemented throughout the institution. This was important in the early years when the new shared governance legislation was enacted (AB1725), but participatory governance is now fully embedded throughout the institution and is part of the institutional and planning structure. In addition, since the establishment of IPC as the major planning body for the institution, the majority of decision-making now takes place at IPC rather than College Council. In reviewing summary notes from College Council agendas, there were only a handful of decisions that had been made in the past several years; the majority of agenda items only consisted of information items, which has already been discussed at numerous other meetings, particularly IPC resulting in redundancy and duplication. Finally, because IPC now includes oversight for the budgeting process, originally a function of a subcommittee of College Council, there leaves no strong argument for College Council to continue to function. As noted, all constituents have reviewed this and are in agreement to the dissolution of College Council.

When the Academic Senate was discussing the potential dissolution of College Council, they suggested that IPC's Mission Statement be slightly modified to identify IPC's role in ensuring that participatory governance is followed across all participatory governance committees. In addition, it was recommended that the following statement be removed – "Recommending institutional priorities to College Council". Committee members approved the modifications. Jennifer will make the changes to the Mission Statement for IPC which will be posted to the website.

7. Update on Student Equity Plan

Jennifer Hughes and Sandra Comerford, co-chairs of the Student Equity task force, provided an update on the Student Equity Plan. The plan is complete and has been reviewed by all constituents and approved by IPC. The plan was presented at a Board of Trustees study session in November and is scheduled for approval at the December 10, 2014 Board of Trustees meeting. Jennifer and Sandra thanked the members of the task force for their work on the plan. It was also noted that the Diversity in Action Committee (DIAG) will assume responsibility for overseeing the implementation of the plan.

8. Incorporation of Budget Planning into IPC – Approach and Structure

After discussion at a prior IPC meeting, the committee agreed that a budget subcommittee of IPC was not necessary at this time. Instead, regular updates and training will be provided to IPC so that the entire committee will become more knowledgeable of the budget process. It was suggested that a "budget bootcamp" be established to provide annual training to IPC, especially as new members join the committee. Mike, Jan, Laura, and Henry will meet to outline the structure for the training and work with Jennifer and David to create a regular schedule of budget updates to IPC. It was also noted that Kathy Blackwood's membership on IPC provides the committee with information on the budget at the District level, including information about a new allocation model.

9. Update on First Year Experience

Jennifer Hughes reported that the three task forces for the First Year Initiative have now been established and populated with college personnel. There was a great deal of interest from both faculty and staff to serve on the task forces. We are working with the high schools to identify their personnel to serve on the task forces. We will also be involving a diverse group of students on each of the task forces. Jennifer Taylor-Mendoza and Andy Parsons, Associate Superintendent of Instructional Services for the San Mateo Union High School District, will serve as co-chairs for the initiative. Jennifer Taylor-Mendoza mentioned that she and Andy will be developing guiding principles for each task force. She has also begun reviewing best practices, especially as they relate to student engagement. As the initiative moves forward, a website will be developed. It is important that this be a joint responsibility of the college and high school and a project that is scalable. We want to ensure that we take a systems-approach to developing the initiative so that we are developing a comprehensive end-to-end program for students. A kick-off meeting is scheduled for January 21st.

Next Meeting: Wednesday, December 10, 2014, 1:00 – 3:00 p.m. Health and Wellness Building, B5-202. Meeting date/time changed in order to accommodate the report on the District Strategic Planning effort coordinated by consultants Rick Voorhees and Tom Martinez.