

Institutional Planning Committee (IPC) Meeting

Wednesday, December 10, 2014

1:00 – 3:00 p.m.

Health and Wellness Building 5, Room 202

Members Attending: Ron Andrade, Kathy Blackwood, Juanita Celaya, Sandra Stefani-Comerford, Fauzi Hamadeh, Jennifer Hughes (co-chair), David Laderman (co-chair), Beverley Madden, Milla McConnell-Tuite, Teresa Morris, Kristi Ridgway, Jan Roecks, John Sewart, Laura Skaff, Jennifer Taylor-Mendoza, Henry Villareal, Andreas Wolf

MEETING SUMMARY

1. Review of the Agenda

The agenda was approved with two additions: 1) Student Satisfaction Survey, 2) Update on classified positions.

2. Review of Summary Notes from November 21, 2014 Meeting

The summary notes will be sent to the committee via email for review. They will be approved at the January meeting.

3. Compendium of Committees; Committee Practices

Milla McConnell-Tuite provided information about the new committee webpage which houses the Compendium of Committees. In order to ensure transparency of the participatory governance and planning process, it is important that committee information be readily available on the website and that committee meeting agendas and minutes are posted regularly. The website provides information on all committees, including institutional planning committees, committees under the purview of the Academic Senate, and at-large committees. Information about the organization of the committee webpages, including the committee's mission statement and purpose, committee membership which includes the names of the members and their representing constituency, meeting agendas and summary notes is also available. Everyone should review the website. Committee chairs should work with PRIE for assistance with posting meeting agendas and summaries.

4. Update on Withdrawal Survey

David Laderman reported that the withdrawal survey was discussed at a recent Academic Senate meeting. There were a number of questions and issues raised about the survey, including some concern that the survey is too long and there is redundancy in the questions. There were also questions about the timing of the survey and the importance of redacting any comments that could potentially identify a faculty member. There was also interest in finding out if the student was taking the course at CSM since many students are cross-enrolled. The subcommittee will review the survey based on the feedback from the Academic Senate. Changes will be made as appropriate and the survey will be resent to Academic Senate and AFT in January for their review. The survey will be launched sometime in the early spring. It was also recommended that IPC regularly reviews the survey

results and share information with the college community. The Distance Education and Educational Technology Committee is also reviewing the results of the online withdrawal survey.

5. Update on New Resource Allocation Model

Kathy Blackwood provided an update on the new resource allocation model which has been in the works for approximately two years. The District Budget Committee has been overseeing this project. Kathy has taken drafts of the model to the cabinets at all three colleges for input and suggestions. The new model no longer emphasizes growth and does not make comparisons regarding each colleges FTES. As part of the model, there was also an examination of staffing levels at the three colleges. Canada has received a one-time, \$1.3 million bump to address its small college size. There has been an increase in the budget for central services, which includes utilities and retiree benefits. The facilities budgets account for square footage increases. In addition, a college's growth or deficit is no longer based on a rolling average. This actually helps CSM because we used to lose funding due to our decline in enrollment. There is a new line item for CPI on non-personnel budgets that will help account for increases in copier leases, costs of supplies, etc. Finally, there is a new Innovation Fund that would be available to the sites and allocated by the Chancellor's Cabinet. The allocations would need to be tied to the college and district strategic plans and evaluated to determine if they should be funded on an ongoing basis. The internal allocation and evaluation will be done at the college level.

6. Update on Strategic Planning

Consultants Rick Voorhees and Tom Martinez provided an update on the districtwide strategic planning process that is underway. They provided districtwide student demographic and achievement data, much of which is also regularly reviewed for CSM by IPC. It was noted that there is a great deal of alignment with much of the data produced for CSM's Student Equity Plan. Among some of the highlights pointed out by the consultants, the district is serving more male students, there is an increase in students reporting as "multi-race" and there is a significant increase in Board of Governors Fee Waiver recipients. The next step in the process is to draft several broad overarching goals based on a review of the data that will address student access and success. These will be shared with the Board of Trustees at their January, 2015 retreat. Once finalized, each college will be able to align its college specific goals and institutional priorities to these broad district goals. The consultants will be providing another update to the three colleges in March. Special thanks were extended to John Sewart for his work on compiling much of the data for the report.

7. Student Satisfaction Survey

Milla McConnell-Tuite distributed the spring, 2014 Student Campus Climate and Satisfaction Survey. The survey is posted on the PRIE website. Overall, student satisfaction at CSM continues to be quite high in all areas – above 95% which is very high for colleges. In addition, the response rate continues to be strong for student satisfaction surveys; 1,111 students responded – approximately 10% which has been consistent over the years. Those students responding mirror the demographics of the total student population in terms of age, ethnicity, and gender; thus it is a good representative sample. However, two questions have resulted in response rates that merit further investigation. The questions are: 1) "I think that sexual harassment is a problem at CSM (19.8% -175 respondents agree) and 2) "At times, because of my background, I feel isolated within the CSM community" (31.7% -301 respondents agree). Milla noted that due to changes in Title IX regulations, colleges are required to provide more information to students, faculty, and staff about sexual assault/violence prevention. CSM

will be conducting a survey in the spring which will allow us to get more specific data which may assist us in better addressing the sexual harassment survey question. The new Student Equity Plan and other college initiatives may help address the isolation question particularly for students who may feel isolated because of their ethnic background.

8. Update on Classified Positions

This item will be discussed at the January meeting.

Next Meeting: Friday, January 30, 1:00 – 2:30 p.m. College Heights Conference Room, Bldg. 10-468.