

Institutional Planning Committee (IPC) Meeting

Friday, April 17, 2015

1:00 – 4:00 p.m.

College Heights Conference Room, B10-468

Members Attending: Juanita Celaya, Michael Claire, Sandra Stefani-Comerford, Laura Demsetz, Alicia Frangos, Maggie Garcia, Fauzi Hamadeh, Jennifer Hughes (co-chair), Maggie Ko, David Laderman (co-chair), Beverley Madden, Milla McConnell-Tuite, Teresa Morris, Jan Roecks, John Sewart, Jennifer Taylor-Mendoza, Henry Villareal, Andreas Wolf

MEETING SUMMARY

Review of the Agenda

The agenda was approved.

Review of Summary Notes from the April 3, 2015 Meeting:

The meeting notes will be reviewed at the May 1, 2015 meeting.

Teams Review Program Reviews and Complete One Page Summaries

The meeting was devoted to team reviews of their assigned program reviews. It was noted that some program reviews have not yet been submitted; others were still marked as “draft.” David Laderman and Jennifer Hughes will notify those faculty to request that they submit their reviews no later than April 27. Those not submitted by this deadline will not be considered for any equipment or instructional materials requests. All team members should complete and submit their one page summaries by May 1, 2015. A portion of the May 1 IPC meeting will be used, if needed, to finalize our work on the program reviews. Milla McConnell-Tuite distributed handouts which extracted the personnel, equipment, and instructional materials requests. Some of the requests were embedded in the “planning section” of the program review document. These requests will be reviewed at a joint meeting of the instructional and student services administrators on April 28. Finally, it was agreed that in early fall, 2015, the deans will convene their departments to discuss themes and trends from their program reviews. These will be submitted for IPC to review and summarize at an early fall, 2015 meeting. The final summary will be distributed to the college community.

Next Meeting: Friday, May 1, 2015. College Heights Conference Room, Bldg. 10-468.