

Institutional Planning Committee (IPC) Meeting

Thursday, May 7, 2015

1:00 – 3:00 p.m.

Health and Wellness Building, B5, Room 202

Members Attending: Ron Andrade, Kathy Blackwood, Juanita Celaya, Jia Chung, Michael Claire, Sandra Stefani-Comerford, Jennifer Hughes (co-chair), Java Inatov, Maggie Ko, David Laderman (co-chair), Milla McConnell-Tuite, Teresa Morris, Kristi Ridgway, Jan Roecks, John Sewart, Jennifer Taylor-Mendoza, Andreas Wolf

MEETING SUMMARY

Review of the Agenda

The agenda was approved.

Review of Summary Notes from the May 1, 2015 meeting

The summary notes from the May 1 meeting were approved. Milla McConnell-Tuite suggested that the IPC co-chairs share in taking the summary notes. Milla mentioned that she would also be willing to help. Jennifer Hughes, David Laderman, and Milla will meet to discuss the rotation.

Update on Resource Requests from Program Review

Jennifer Hughes indicated that the prioritized requests for student assistants have been completed. The prioritized requests for classified positions are nearly completed, but don't yet include those requests from the division deans and other administrative units. These will be included so that a summary list of requested positions will be ready for IPC at the May 22 meeting. The instructional materials requests have already been reviewed and granted at a joint meeting of the instructional and student services administrators. Jennifer Hughes and David Laderman will be sending an email to each department next week regarding the status of their program review and resource requests. After considerable discussion, it was agreed that the departments would receive the overall summary paragraphs provided by the work groups, rather than a copy of the entire program review feedback form. In the future, we may wish to send the entire feedback form to the department so that faculty can receive more specific feedback regarding the completeness and quality of each section of the program review. Finally, it was also discussed whether a department whose program review is returned for substantial revision is eligible for resource requests this year. For this cycle, they will be able to have their resource requests considered. In the future, we may wish to further discuss the impact of the quality of the program review on the department's resource requests. The overarching goal is to make sure that program review is meaningful to the departments and results in changes that will lead to greater student learning and student success. While there are a few program reviews that are incomplete and don't demonstrate thoughtful analysis, reflection, and program vision/plans, the majority are well done. In fact, the overall quality of program reviews has improved significantly over the past years. We continue to recommend that faculty share their program reviews with their division dean prior to submission.

Update on Institutional Effectiveness: Framework of Indicators (IEPI)

Jennifer Hughes reminded the committee that the IEPI goals must be submitted to the State Chancellor's Office in June, 2015. There are four goals that will be reported to the state this year.

They include:

- **Accreditation Status:** Goal – Full reaffirmation
- **Fiscal Viability** – This goal will be set for all three colleges by Kathy Blackwood. The goal is to have a 15% ending balance.
- **Program Compliance with state and federal guidelines** – This goal will be set for all three colleges by Kathy Blackwood. The goal is to have “unmodified opinions” for all audits. This means that the colleges have no audit findings.
- **Course Completion: Goal** – Information and discussion below:

John Sewart provided information regarding the course completion goal. This is one of the indicators on CSM's College Index. The completion rate has averaged about 69.5 % - 71.0% for decades. We are consistently above the statewide average of 66% - 68%. The IEPI successful course completion goal is based upon an annual time frame (summer/fall/spring, combined); the successful course completion data reported in CSM's College Index is fall term only. John provided additional context for the course completion goal average of 71%. This represents approximately 18,000 students enrolling in a total of 57,263 courses. Of this total, 40,657 resulted in grades of A, B, C or P/CR; 9,162 grades of W, and 7,444 grades of D or F. It was also suggested that we disaggregate the course completion indicator by ethnicity, age, gender, and educational goal. This might provide us with more detailed information about course completion and determine if additional efforts might be targeted to specific student populations to increase their course completion rates. For the first reporting to the state in June, 2015, it was suggested that we set the course completion goal at 75%. The committee was asked to discuss this proposed goal with their respective constituency. A decision on this goal will be made at the May 22 meeting.

Update on District Strategic Planning

Kathy Blackwood provided an update on the draft District Strategic Plan. She has made presentations at Skyline and Canada and received feedback from both colleges. The final draft will be presented to the Steering Committee on May 19 and submitted to the Board of Trustees on June 24, 2015. Three strategic planning themes have been adopted which include:

- Student Success
- Equity
- Social Justice

Four broad goals have been developed. They are:

- Develop and strengthen new educational offerings, interventions, and support programs that increase student success
- Establish and expand relationships with school districts, 4-year college partners, and community based organizations to increase higher education attainment through San Mateo County
- Expand program delivery options including the expanded use of instructional technology to support student learning and scheduling options
- Increase entrepreneurial actions across the District to provide new revenue sources

Kathy indicated that metrics will be established for each goal so that we can measure our progress. The specific metrics that will be used are still being discussed and defined. There are also specific strategies identified to help the colleges achieve the stated goals. Kathy distributed a document, Students First: A Strategic Plan for the San Mateo County Community College District which outlines the proposed strategies. Committee members provided feedback on the identified strategies which Kathy will take back to the District Strategic Plan Steering Committee for their consideration. She noted that the strategies may be revised over time as needed. Funding for the Strategic Plan may come from the \$1.5 million that the District has established for ongoing innovation. A data “dashboard” will be developed which will report our progress in meeting the established goals. The dashboard will be developed and ready for use in spring, 2016. Finally, the Board has requested that colleges provide reports three times per year on their progress in achieving the goals. Additional information on the District Strategic Plan can be found on the District website at <http://smccd.edu/strategicplanning/index.php>

A copy of the PowerPoint presentation will be posted to the IPC website.

Next Meeting: Friday, May 22, 2015. College Heights Conference Room, Bldg. 10-468.