

Institutional Planning Committee (IPC) Meeting

Friday, August 28, 2015

1:00 – 3:00 p.m.

College Heights Conference Room, B10-468

Members Present: Ron Andrade, Juanita Celaya, Michael Claire, Sandra Stefani-Comerford, Fauzi Hamadeh, Jennifer Hughes (co-chair), Sennai Kaffl, David Laderman (co-chair), Milla McConnell-Tuite, Stephanie Roach, John Sewart, Jennifer Taylor-Mendoza, Samantha Trump, Danuta Wang, Andreas Wolf

MEETING SUMMARY

Review of the Agenda

The agenda was approved.

Review of Summary Notes from the May 22, 2015 Meeting

The summary notes were approved with one correction – Juanita Celaya stated that she was not present at the May 22 meeting.

Update on Resource Requests

Jennifer Hughes provided an update on the status of the classified position requests submitted through Program Review. She reminded the committee that we have existing processes for filling vacant positions, increasing the percentage of existing positions (e.g. 48% - 100%), reclassifications, and grant funded and categorical positions. The requests submitted in program review contained a mix of these various types of requests, as well as new position requests. In the future, we will make it clearer in program review that departments should only submit new position requests in program review and follow existing processes for other types of requests (identified above). Also, it was suggested that if a department made a request for a new position in their program review and it was not approved, they should continue to make the request in a subsequent program review.

Cabinet reviewed all the requests submitted through Program Review and approved the following:

.48 Instructional Designer (classified) – Fund 1

1.0 Program Services Coordinator, International Students – Funded by International Student revenue

Program Services Coordinator (10 month), Counseling – SSSP Funded

Program Services Coordinator (10 month), Multicultural Center - Funded by SSSP and CalWORKs

Program Services Coordinator, Veterans Services - Increase from 48%-100% - Funded by Student Equity

1.0 Program Services Coordinator, Project Change – Funded by District

.48 Program Services, MANA Learning Community – Funded by Student Equity

1.0 Web Programmer Analyst, Community Relations and Marketing (Vacancy)– Fund 1

Plan for Reviewing Themes/Trends

David Laderman provided an update on the plans for reviewing themes and trends from Program Review. The deans are currently meeting with their division faculty to obtain the themes and trends. David distributed a document that will be used by the divisions to summarize their major themes. It was noted that we have dropped the term “trends” as these can be incorporated into the themes.

These themes will be forwarded by the deans to David and Jennifer by September 28. IPC will review these at the October 2 meeting.

Update on New Process for Program Review

David Laderman provided an update on the discussions taking place at Academic Senate Governing Council regarding proposed changes to the Program Review process. The following are the key proposed changes and discussion items:

- Have one-half of the program reviews be due in one year; the remaining half in the next year. Thus, each department will complete program review every other year. IPC would then review only one-half of the program reviews each year.
- Have the data that the faculty/staff are to review be closer to the time that program review is done. Ideally, faculty/staff would be reviewing the prior year’s data.
- Consider an earlier deadline date or move the deadline date to fall.
- Continue to streamline the program review form to make it more concise.
- Explore ways to involve the deans in the review of the program review before it is submitted by the department faculty/staff.

Jennifer Hughes reported that we had approximately 6 program reviews returned for resubmission from the last cycle. This is a decrease from the previous year. However, faculty still need to strengthen the qualitative analysis section. Additional professional development is needed.

Proposed Approach for Year End Assessments for Institutional Planning Committees and IPC

Jennifer Hughes provided information about the need for IPC to develop a more robust process to evaluate the effectiveness of its integrated planning process. This is not only a good practice, but required as part of Accreditation. As part of this evaluation process, it was suggested that IPC request college committees to establish goals each year, which are tied to the College Mission and Institutional Priorities, and then evaluate those goals at the end of the year. Many committees already do this on a regular basis (e.g. Academic Senate Governing Council, Associated Students, and International Education Committee) but we have no central repository for these. A draft form was distributed that might be used by existing committees to identify goals and later report on their status. Committee members provided feedback on the form. Jennifer will modify the form and bring it to the next IPC meeting. In addition, it was suggested that IPC review the Compendium of Committees to determine those committees that should be required to establish and evaluate their goals.

Action: Jennifer will revise document. Committee members should review Compendium of Committees and be prepared to suggest those committees that should complete the form.

Proposal for Linking District Strategic Planning Goals with Institutional Priorities and College Index

The latest draft of the District Strategic Plan is now available for college review. Dr. Jamillah Moore, Vice Chancellor for Educational Services and Planning is meeting with the three colleges to determine those college goals and initiatives that align with the four goals outlined in the District Strategic Plan. She has made it clear that colleges will not need to do anything new, but will simply explain how their college goals and initiatives align with the District goals. A suggested approach is to modify existing documents (i.e. College Index) to demonstrate the alignment of the four District goals with the College's Institutional Priorities. We will also need to review the metrics for each goal in the District Strategic Plan and determine if these are similar to our college indicators.

Action: Milla, Jennifer, and John will create a "cross-walk" document of the District Strategic Plan goal metrics with CSM's indicators.

Housekeeping Items

Milla reminded committee members to post all agendas and summary notes from their meetings. In addition, they need to post any documents/handouts presented at meetings. This assists when collecting evidence for accreditation purposes. Fauzi mentioned that the Associated Students include any documents/handouts in the meeting summaries. It was reported that other committees scan and post these documents with their meeting summaries.

Action: Jennifer and David, as IPC co-chairs may wish to communicate this information to committees.

Announcements:

Sandra Stefani Comerford reminded the committee that they now have responsibility for ensuring that participatory governance is taking place throughout the institution. This was formerly the responsibility of College Council. Two processes are currently underway for which IPC needs to approve that the participatory governance process is being followed. These are the allocation of instructional equipment funds and the faculty hiring process. Sandra mentioned that per the established process the instructional equipment funds requested through program review are being reviewed now. Deans are meeting with their divisions to prioritize their requests. The prioritized lists will be presented at a joint meeting of the instructional and student services administrators on September 22. The process for faculty hiring is also underway. Deans are meeting with their divisions to prioritize their faculty requests submitted in program review. The prioritized lists will be presented at a joint meeting of the instructional and student services administrators and David Laderman, AS President, on September 29.

Next Meeting: September 18, 2015