

## **Institutional Planning Committee (IPC) Meeting**

**Friday, September 18, 2015**

**1:00 – 3:00 p.m.**

**City View Conference Room, B10-401**

### **Meeting Summary**

#### **Members Present:**

Ron Andrade, Juanita Celaya, Michael Claire, Sandra Stefani-Comerford, Fauzi Hamadeh, Jennifer Hughes, Seannai Kaffl, Beverley Madden, Milla McConnell-Tuite, Teresa Morris, Kristi Ridgway, Stephanie Roach, John Sewart, Jennifer Taylor-Mendoza, Samantha Trump, Danuta Wang, Jasmine Witham, Andreas Wolf

#### **Review of the Agenda**

The agenda was approved.

#### **Review of Summary Notes from the August 28, 2015 meeting**

The summary notes were approved.

#### **Update on New Program Review Process**

Andreas Wolf, Laura Demsetz and Sandra Comerford provided an update on the proposed changes to the Program Review process. The proposal calls for completing program review every other year, which had been voted on and approved by the Academic Senate last spring. It has now been suggested that all program reviews be submitted in 'even' years rather than having some departments submit one year and others in the alternating years. Each department will submit requests for faculty, staff, equipment and supplies on an annual basis. Two separate forms will be developed – one for the program review; the other for the resource requests. It has also been suggested that the submission date be moved from March 25 to November 1. PRIE will provide program review data to the departments by September 1. There are a number of advantages to the November submission date, including the ability of departments to request faculty positions in the fall, which could include positions

that resulted from retirements occurring at the end of the spring semester (the March date did not accommodate retirements that were not known until the end of the spring semester.) Once program reviews are submitted in November, the instructional and student services administrators will meet to prioritize faculty requests before the end of the fall semester. When the spring semester begins, announcements for the approved faculty positions will be ready to go, giving the college an early start on the hiring process. David Laderman will be taking the proposed Program Review changes to the Academic Senate meeting scheduled for Tuesday, September 22 with a possible vote in October. IPC will be updated as information becomes available.

### **Proposed Approach for Year End Assessments for Institutional Planning Committees and IPC – Review Draft Form**

Jennifer Hughes provided the latest draft of the document to be used by institutional committees for reporting their annual goals. It was suggested that the document include each committee's membership and that all institutional committees be required to establish annual goals.

Directions will be added to the following sections of the document (What were your major accomplishments? What were your major challenges in meeting your goals?) to assist committees in responding to these questions. It was also suggested that the due date be changed to April 15 to allow IPC the opportunity to review committee goals before the end of the spring semester.

**Action: Jennifer will make the final changes to the document and then she and David Laderman will send information about the process to all institutional committee chairs.**

### **Art on Campus**

Mike Claire expressed interest in providing additional art, including student art, at strategic locations throughout the college. Some of the newer buildings, particularly College Center, could benefit greatly from some additional artwork

to create a more vibrant, lively look and feel on the campus. The mural in the Fine Arts corridor is an example of a recent project, completed by the Art Club that has greatly improved this corridor. After lengthy discussion which generated many good ideas, it was suggested that an all-college brainstorming session be held to solicit feedback from the college community about this idea. It may also be beneficial to reactivate the Art on Campus Committee, but with a change in their purpose and focus. Originally this committee was established to develop policies and procedures for procuring art work for the campus.

**Action:** College meeting to be scheduled later in the fall semester.

### **Changes to College Mission Statement and Institutional Priorities**

Mike Claire recommended that we consider revising and simplifying the College's Mission Statement. It was last revised in preparation for the 2013 Accreditation site visit and is quite long. Most members of the community don't know it. In addition, it was suggested that the college adopt the same terminology used in the District's Strategic Plan when referring to plan "goals," "objectives," and "metrics." Currently, CSM uses the terms "institutional priorities," "objectives," and "indicators." Because the District Strategic Plan will be in place for quite some time and we will be aligning our planning efforts to the District plan, it makes sense to use the same terminology. All agreed that this change makes sense.

### **Linking District Strategic Planning Goals with Institutional Priorities and College Index - DRAFT**

Milla McConnell-Tuite and John Sewart presented two documents that align the District's Strategic Goals with College priorities. CSM's College Index now reflects the alignment of each of the SMCCCD strategic goals with each of the College Index indicators. In the second document, each of the SMCCCD metrics are aligned with CSM's College Index indicators. There were a few of the College Index indicators that did not have a direct alignment to the SMCCCD strategic goals; the committee suggested that they be linked to the first SMCCCD goal – Student Success.

**Proposed IPC Goals – tabled.**

Next Meeting: Friday, October 2, 2015 College Heights Conference Room