

Institutional Planning Committee (IPC) Meeting

Friday, October 16, 2015

College Heights Conference Room, B10-468

Meeting Summary

Members Attending: Ron Andrade, Juanita Celaya, Michael Claire, Sandra Stefani-Comerford, Laura Demsetz, Fauzi Hamadeh, Jennifer Hughes (co-chair), Sennai Kaffl, David Laderman (co-chair), Theresa Martin, Milla McConnell-Tuite, Teresa Morris, Ludmila Prisecar, Kristi Ridgway, Stephanie Roach, Jennifer Taylor-Mendoza, Samantha Trump, Henry Villareal, Danuta Wang, Andreas Wolf

Review of the Agenda

The agenda was approved.

Review of Summary Notes from the October 2, 2015 meeting

The summary notes from the October 2 meeting were approved.

Partnerships in Action: New Discussions for Novel Approaches

Henry Villareal, Kristi Ridgway, Theresa Martin and David Laderman presented information on the Six Circle Model and suggested that it might be adopted for IPC meetings. The Academic Senate Governing Council, Basic Skills Committee, Diversity in Action Group/Student Equity Committee, and the Center for Academic Excellence have committed to this model and developed a Mission Statement and set of goals.

Kristi Ridgway provided the overview of the model which emphasizes making explicit the partnerships that exists. In this model the focus is “below the green line” with emphasis on:

Relationships - how a team or organization values its people; their emotion, physical and spiritual well-being, and the level of connectivity among people;

Information - “like oxygen in a system.” Access to information minimizes rumors. Create abundance of information to help people know what is going on within the organization; creates greater transparency;

Identity - human beings are meaning seekers; actions are driven by values, beliefs and a sense of identity. Shared purposes and principles of people motivates individuals to work together.

This model also focuses on creating more meaning for work by asking the questions --“why we are here?” – “what is our purpose?” David Laderman suggested that we might set aside time at each IPC meeting to talk about the items “below the green line.” Theresa Martin stated that she’d attended a 3CSN training in which a group using this model would first spend time developing a sense of safety and trust within the group. It included ice breaker activities and norming – “what would it take for you to feel comfortable in the group?” It might be helpful to check in personally with each committee member at the beginning of each meeting and then moving on to the agenda. The Committee for Academic Excellence at CSM uses this approach. Another idea includes using the “write, pair, and share” model when discussing topics which allows for more reflecting and sharing in small groups. Milla McConnell-Tuite noted that at many IPC

meetings we have complex topics to discuss and don't often give members a chance to reflect. Perhaps providing "homework" on these topics ahead of meeting times and then using some of these new approaches would result in more rich dialogue and better decision making on complex topics and issues. Fauzi Hamadeh cited the former process for the Educational Master Plan (EMP) review as a good example of small group work, deep reflection, and rich discussion.

Henry Villareal mentioned that sometimes members of IPC don't feel heard or may feel that their contributions have not been valued which can lead members to feel ignored or isolated. He also mentioned that there seems to be a gap between planning and decision making at the Cabinet level.

In addition, there are some processes that we have not yet finalized for IPC including scheduling the "budget boot camp" as noted by Juanita Celaya, scheduling quarterly budget updates in IPC, and providing orientation for all IPC members as used to be done at College Council.

The committee was generally supportive of the new approach and agreed to discuss the process for incorporating the Six Circle Model at the December 4 meeting.

IPC Goals for 2015-2016

Jennifer Hughes presented the latest draft of the IPC goals for 2015-2016. There were a few minor suggested changes. Milla McConnell-Tuite will make the suggested changes.

Finalize Themes

The committee reviewed the summarized themes extracted from the program reviews. It was suggested that minor rewording of the themes be completed by Jennifer Hughes and David Laderman. They will then send the themes, along with the projects currently in place to address some of the themes. This will ensure that we have closed the loop on Program Review, let faculty and staff know that we've heard their concerns. Fauzi Hamadeh suggested that we look at the themes from the 2013-14 Program Review cycle to determine if there are any overlaps with this year's themes.

In the spring, IPC will hold a collegewide meeting to solicit input regarding other ideas that might address the identified themes. Sennai Kaffl suggested a college wide town hall. The challenge will be to find ways to address the themes within the constraints of the college budget.

Approval of Faculty Hiring Process

Sandra Stefani Comerford provided the committee with the participatory process that has been completed for hiring faculty. All the requests for faculty came out of Program Review and were first prioritized at the division level. The Instructional Administrators Council then met to review and prioritize the requests. The prioritized list has been shared with Cabinet. The committee concurred that the participatory governance process had been followed.

Mike Claire indicated that we will probably be hiring seven new faculty, based on the retirements that have been confirmed.

Next Meeting: November 20. Topic of Discussion: International Education. An invitation will be sent to the college community.