

Institutional Planning Committee (IPC) Meeting

Friday, October 21, 2016

1:00 – 3:00 p.m.

College Heights Conference Room, B10-468

Members Attending: Ron Andrade, Juanita Celaya, Michael Claire, Alicia Frangos, Fauzi Hamadeh, Jennifer Hughes (co-chair), Sennai Kaffl, David Laderman (co-chair), Beverley Madden, Milla McConnell-Tuite, Teresa Morris, Ludmila Prisecar, Erica Reynolds, Stephanie Roach, James Roe, Jan Roecks, John Sewart, Jeremiah Sims, Katarina Stein, Jennifer Taylor-Mendoza, Henry Villareal, Mary Vogt, Andreas Wolf

MEETING SUMMARY

Review of the Agenda

The agenda was approved.

Review Summary Notes from October 7, 2016 Meeting

The summary notes from the October 7 meeting were approved.

Mission statement

The committee approved the most recent draft of the IPC mission statement.

Discuss of college index

There was a robust, lively discussion, lead by John Sewart, around collection of indexes used to track a number of student success indicators. Examples include transfer rate, course completion, etc. It has become apparent that not all of the indexes provide straightforward data. When definitions from outside organizations are used, which is required for many of the indexes, some students are left out of the equation, which can result in data that is unclear. For example, when transfer rates are calculated, the total number of transfer students is not captured because the external definition requires that only first time college attendees be counted. In other words, returning students, or students who have taken one course elsewhere, are not counted as a transfer student even if they successfully transfer from CSM to another institution. IPC is considering working with PRIE to come up with a set of indexes that are more useful for our purposes at the CSM community. There was discussion of whether to take a more holistic approach to setting targets, or one that is more quantitatively based on linear projection. Most members seemed to prefer the former, which was recommended by John. Interest arose in pursuing the idea of reviving an IPC subcommittee devoted to enrollment management and the college index, in order to 1) more effectively monitor the index in relation to college initiatives, interventions and other enrollment issues, so as to more effectively set targets and increase student success; 2) develop a more local, CSM community-identity index, one extrapolated from the State index but modified and streamlined to more accurately reflect a variety of student success indicators.

All college budget update

Kathy Blackwood gave IPC the presentation she had given at the Board on Sept. 28th for adoption of the Final Budget for 2016/17. Kathy described the various Fund 1 Revenues and outlined the Categorical Funds from the state that the District receives and reviewed expenses paid by the District including Salaries and Benefits, Materials and Operating Expenses, PERS and STRS increases and contributions by the District to the Retirement Trust Fund.

Jan Roecks then presented to IPC the College of San Mateo Master Budget Summary, describing the Fund 1 and Categorical Funds allocated to the college from the District and discussing how those funds are budgeted at the college level.

Next Meeting: Friday, November 4, 2016