

## Institutional Planning Committee (IPC) Meeting

Friday, September 1, 2017

1:00 – 3:00 p.m.

College Heights Conference Room, B10-468

**Members Attending:** Juanita Celaya, Michael Claire, Sandra Stefani-Comerford, Laura Demsetz, Alicia Frangos, Fauzi Hamadeh, Mark Helsel, Jennifer Hughes, Teresa Morris, Ludmila Prisecar, Anniqua Rana, Katrina Relos, Erica Reynolds, Colby Riley, John Sewart, Mary Vogt, Jeramy Wallace (co-chair) Andreas Wolf

Others Attending: Heidi Diamond, Katie Goldhahn

### MEETING SUMMARY

#### Welcome and Introductions

Members of the committee were introduced and welcomed.

#### Review Summary Notes from the May 19, 2017 meeting

The summary notes from the May 19, 2017 meeting were approved with one minor edit. Mary will post to the IPC website.

#### Annual Review of Current College Initiatives Document and Project Proposal Guideline and Summative Evaluation – Final Drafts

The committee reviewed the final versions of the Annual Review of Current Initiatives and the Project Proposal Guideline and Summative Evaluation documents. The documents were approved. Jennifer Hughes will now inform the coordinators of various proposals and initiatives (i.e., all Learning Communities and Supplemental Instruction) that they need to work with their dean and PRIE staff to complete the Annual Review form and be prepared for a short presentation to IPC. Jennifer Hughes and Jeramy Wallace will craft an email to send out to the college community letting them know of the process for submitting Project Proposals and will attach the Project Proposal Guideline and Summative Evaluation document.

#### Beyond Curriculum and Programs: Transforming Our College

Mike Claire expressed interest in initiating a conversation with IPC about engaging the entire college community in a dialogue about the importance of being constantly mindful of what we are doing. He would like to consider this as a theme for the year. In light of recent national events, this is more important than ever. Jeramy Wallace indicated that the Academic Senate is having similar conversations, particularly around equity, and there are many opportunities for professional development. The Classified Senate is interested in this dialogue as well.

#### Recommended Participants for EEC Committee

Jeramy Wallace and Tabitha Conaway provided information on the proposed committee structure for the Educational Equity Committee (EEC). The proposed structure was approved with one minor change. For instructional faculty representation, each academic division shall choose one or two members of their faculty

to represent them on EEC. Given that it might be difficult to identify two members from each academic division, it was suggested that it be changed to “one or two members”. The committee was also reminded of the process for appointments to all institutional committees. Faculty are appointed by the Academic Senate; Classified are appointed by CSEA in consultation with the Classified Senate; Students are appointed by the Associated Students.

### **Update on Classified Senate**

Fauzi Hamadeh, Classified Senate president, provided an update on the work of the Classified Senate. The constitution and by-laws have been adopted, and a slate of officers has been elected. They started meeting over the summer. There are four or so different groups. Professional development has been folded into the work of the Classified Senate. Meetings are held the second Tuesday of each month from 2 – 3:30 p.m. The committee expressed excitement about the re-establishment of the Classified Senate at CSM.

### **Sand Volleyball Proposal**

Andreas Wolf and Katie Goldhahn provided an overview of the proposal to add Sand Volleyball as an additional intercollegiate athletic program at CSM. (See attached proposal.) Ordinarily, such a request would go through Program Review. However, Program Review is now completed in alternating years (next cycle will be October, 2018) and they would like to start Sand Volleyball in spring, 2018. Thus, it was suggested that the proposal be reviewed by IPC. A few notes about the proposal:

- There is growing interest in the sport. The governing body of intercollegiate athletics (CCCAA) included Sand Volleyball as intercollegiate sport four years ago.
- It will help the college meet Title IX compliance issues (Gender Equity in Sports.) Currently, 13 female students have expressed interest. The team could include student-athletes who are already on the volleyball team. There may be other students not interested in volleyball, but interested in sand volleyball. Intercollegiate volleyball is offered in the fall; Sand Volleyball would be offered in the spring.
- Practices would be conducted at an offsite location. Students would be transported by college vans.
- There are minimal costs associated with the program (\$13,000); there is no backfill with adjuncts needed for activity classes currently taught by the head coach.)

There were no objections raised by IPC. The proposal will be reviewed by Cabinet.

### **Administer Faculty, Staff and Student Satisfaction Surveys – Determine Date**

John Sewart informed the committee that we need to administer the annual faculty, staff and administrator surveys. (The student survey was administered in the spring, 2017 term). The committee agreed to administer the faculty, staff and administrator survey on October 2 and leave it open for two weeks. This is a good time of year to administer the survey since it is the midway point of the semester. In looking at the survey, there was interest in digging a bit deeper into housing and transportation issues experienced by faculty and staff. Fauzi Hamadeh mentioned that a transportation survey was administered to students a number of years ago when the college was in conversation with SamTrans about expanding their service routes. Mike Claire mentioned that the District is also talking about these issues. It was agreed that Fauzi Hamadeh, Teresa Morris, and John Sewart look at the existing survey (Fauzi will locate) and determine how it might be revised and administered

to all groups. Everyone agreed that it should be a stand-alone survey so that more in-depth questions can be asked.

### **Review of Proposed Agenda Items for fall, 2017**

Jennifer Hughes reviewed the tentative agenda items slated for the fall, 2017 IPC meetings. This list is not final as more agenda items will be added throughout the semester. However, this document serves to remind the committee of the various institutional planning activities that we must address this fall (e.g. update of the Educational Master Plan, review the College Index, schedule presentations with coordinators of initiatives/learning communities.)

**Next Meeting: Friday, September 15, 2017**

***Summary Notes gleefully submitted for the last time by Jennifer Hughes 😊😊***