

**Institutional Planning Committee (IPC) Meeting**

**Friday, September 15, 2017**

**1:00 – 3:00 p.m.**

**College Heights Conference Room, B10-468**

**In Attendance:**

Members: Sandra Stefani-Comerford, Laura Demsetz, Alicia Frangos, Mark Helsel, Jennifer Hughes, Kim Lopez (co-chair), Elnora Tayag, Teresa Morris, Anniqua Rana, Katrina Relos, Erica Reynolds, Colby Riley, Richard Rojo, John Sewart, Mary Vogt, Jeremy Wallace (co-chair)

Also attending: Non-members Melina Boyd, Ellen Young, Aaron McVean

**MEETING SUMMARY**

Next Meeting: October 6, 2017

**Welcome and Introductions**

Kim Lopez called for introductions as new chair, and passed around the sign-up sheet for attendance.

**Review of the Agenda**

Kim Lopez called for the review. Jennifer Hughes announced that Mike Claire is out of town today so Agenda item 4 and 5 should be flipped, since 4 will not be presented.

Approved by consensus.

**Review Summary Notes from the September 1, 2017 meeting**

Jennifer Hughes asked for corrections on the summary notes, and asked if there were any comments, additions or questions.

Review approved.

**Beyond Curriculum and Programs: Transforming our College** – Mike out, so this agenda item was omitted.

### **Triple SP Plan Presentation – Integrated Plan: SSSP, Basic Skills, and Equity**

Anniqua presented on the Basic SSSP Integrated Plan. (Handout). Kim spoke on matriculation. SSSP program focuses on registration, plan, orientation, counseling and follow-up services to improve the services the students' needs. (See handout). Highlight is that it doesn't require the length of descriptions or planning documents previously required. Anniqua explained the other plans which are pulled into this main plan, based on the state required equity plan and asked about what professional development will be required for the success of the program.

By next IPC meeting the final draft will be presented to IPC. The handout today was a draft for IPC's perusal, and welcomes feedback from IPC members.

Anniqua said that comments are welcome via email.

Kim Lopez added that a copy is also going to the Board at the end of the month for approval which will set the goals the college must meet.

Laura Demsetz thought that the guided pathways piece should be reworded and Kim Lopez agreed, and asked Anniqua to edit the language on that particular goal so that it is not limiting.

Sandra Comerford suggested highlighting "transfer" on the last entry (Completion and Transfer).

Kim asked that people take time to review & take back to constituent groups and will return it to IPC for approval at the end of October for its presentation to the Board in November.

### **Orientation to IPC; Review of Participatory Governance Documents; Determination of Term Limits for Committees**

Jennifer Hughes gave an overview. She talked about our committee structures and functions, which broadened into a dialog about functions and roles of committees at CSM, whether participatory or not, term limits, etc. There are a lot of documents that touch on these topics (e.g. Compendium of Committees, Implementing Shared Governance) but we don't have one repository, which causes confusion.

Jennifer explained how IPC came to be. Initially, the college had established College Council (in 1993). The primary purpose of College Council was to oversee planning for the college and to serve as the participatory governance committee. College Council was established in 1993 shortly after AB1725 legislation was enacted. In 2008, after the accreditation site visit, CSM was placed on warning status. One of the recommendations the college received was that there needed to be a more robust, formal, and integrated strategic planning body. IPC was established in 2009. (see handout).

In an effort to ensure the integration of the college's planning, membership on IPC consisted of the chairs/co-chairs of each of the institutional committees, the Academic Senate committees and others appointed by virtue of their role at the college (e.g. college president, VPI, Director of Community Relations, etc..) It ended up with greater representation from administration and faculty than classified staff. Eventually, more students and classified staff have been added. It still is not as prescriptive in its membership as was College Council, which ensured a specific number of appointments from each constituency. From 2009 to 2012 both IPC and College Council still existed, but there began to be recognition that there was a great deal of overlap and redundancy. College Council engaged in a robust focus group effort, which revealed redundancy in membership and topics of discussion of College Council and IPC and fewer decisions being made in College Council. Thus, it was determined to shift the integrated planning effort to IPC and retain College Council solely for the purpose of ensuring the ongoing implementation of participatory governance. In 2014, this was revisited and it was determined that this function should also shift to IPC. Thus, College Council disbanded in 2014.

It may now be a good time to again review the mission, function, tasks, and membership of IPC. Are some of the roles "fuzzy"? We need to make some decisions about term limits and other aspects. Does IPC remain in current structure or do we change the membership, mission & tasks?

Shifting the focus of IPC:

Jeremy Wallace added CAE under "Academic Senate" on the Committee Structure Chart.

Jennifer distributed the draft Compendium of Committees for review. At minimum, some of these committees should have term limits established.

Teresa talked about how people became chairs and how some committees work regarding chairs, and how committee chairs do not necessarily become chairs in the same way on all committees. Laura mentioned that some of the same people tend to roll through various leadership positions.

Jeremy, Teresa and Jennifer discussed the overlap between some of our current committees. Sandra brought up the learning curve as chair such as COI, which can take easily 2 years.

Jennifer indicated that when we included the oversight of shared governance in IPC's role, it wasn't articulated well enough to the community. As a result, there is often confusion in the college community about IPC, as well as how appointments to committees are made.

Kim Lopez wants to update our Participatory Governance document. She nominated Jeramy and Fauzi to help update it (based on the Lake Tahoe CC model). Jennifer concurred that Lake Tahoe CC has a good template.

Kim asked if Fauzi and Jeramy would draft it and bring it back to IPC by February, 2018. Kim added it will be necessary for our self-study.

### **Finalize Revision of CSM Mission Statement**

Alicia Frangos presented the new draft of the CSM Mission Statement. (See handout)

Jennifer added that our current Mission Statement is too long. When it was last updated, we needed to make sure that it was worded in such a way to meet the accreditation standards.

Laura added that we're lacking from the statement is something about the types of degrees and certifications we offer and Alicia agreed to re-edit with Fauzi Hamadeh. Jeramy suggested that Jeremiah Sims would be a good contact to run the statement by. Teresa wondered about it being more student-specific. Mary Vogt suggested adding the word "student" success. Sandra added that she thought the wording might be vague to people outside of a scholastic/collegiate purview and wondered if it communicated well.

Alicia said she would welcome suggestions via email for the next draft.

Laura Demsetz wanted to make sure we adhere to the requirements re: "lifelong learning".

Mark Helsel suggested the phrase "fosters student success".

### **New Announcements**

Kim Lopez asked if there were any new announcements.

Jeramy said that the links to Resource Requests are live on the website and there will be a guided session on October 3d for faculty or anyone who runs a program.

Katrina had a question about the housing transportation survey and was unclear on her task force role. Jennifer said that its assignment is to take the old transportation survey and broaden it beyond just bus service and because it's such a big issue, we'd keep some generic questions but we will then do a separate survey. John, Fauzi and Teresa will be getting old data and bringing it back to IPC and it would follow the fall survey.

Rich Rojo added the District is also doing a transportation study and is on that committee.

Kim Lopez adjourned.