

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

**Wednesday, February 20, 2019**

**1:00 – 3:00 p.m.**

**Room 18-206**

**Members:** Emily Barrick, John Burrigh, Michael Claire (ex-officio), Sandra Stefani-Comerford, Tabitha Conaway, Laura Demsetz, Heidi Diamond, Alicia Frangos, Georgia Giari, Fauzi Hamadeh (co-chair), Kim Lopez (co-chair), Paola Mora Paredes, Teresa Morris, Madeleine Murphy, Luis Padilla, Erica Reynolds, Jose Rocha, Jeramy Wallace (co-chair)

**Members absent:** Mondana Bathai, Tarana Chapple, Krystal Duncan, Sarah Mangin-Hinkley, David Laderman, Richard Rojo, Elizabeth Schuler, Arielle Smith, Elnora Kelly-Tayag,

**Guests:** Mike Holtzclaw, Hilary Goodkind, Ludmila Prisecar, Jan Roecks, Mary Vogt

### **MEETING SUMMARY**

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

Kim reviewed the agenda. No additions.

#### **Review Summary Notes from the February 6, 2019 meeting**

Minutes – Kim asked that only members absent be listed in the absent area, not guests who were absent. Tabitha Conaway was present, but is not listed so she will be added to the attendees.

#### **Review draft ISER**

Madeleine presented the ISER (see powerpoint presentation) and explained the process. The ISER (self study) is the document we submit to the ACCJC for review in order for the College to receive its accreditation status. It is reviewed by the visiting peer review team who expects it to be defended. She explained all of the sections of which the ISER is made up, with emphasis on the 4 Standards and explained the main themes of each standard. Mike offered some additional insight on what the ISER covers and how it relates to everyone's particular area.

#### **Update on Research Agenda**

Hilary gave an update on Planning, Research, Innovation and Effectiveness (PRIE) research requests. She explained the updated/new processes for submitting grants applications, research requests, and PRIE's dashboard of requests, including how they are filtered. PRIE

is developing a communication process for research request processes, timelines, and priorities.

Several committee members had questions and comments about the difficulty of finding research, where it is stored, and how to improve how data is found. A discussion about a future document management system ensued. Hilary said she would be happy to meet with librarians and others in the future to develop a plan so that PRIE can store more data in one easily searchable area.

Mike discussed the need in the future to be able to automate much of the process and the need for more hiring additional researchers to handle the amount of requests PRIE receives, which are substantial.

Committee members requested fast facts on the college. Hilary and Rich Rojo are working to complete fast facts.

PRIE is updating the PRIE website and Hilary will return to share it in a month once the new site is completed.

**Next Meeting:** March 20, 2019