

College of San Mateo

Institutional Planning Committee

Summary Report 2018 – 2019

During the 2018-2019 academic year, IPC focused on several initiatives related to the College's planning processes, transparency, and program improvement. The biggest of these was the drafting of the Institutional Self Evaluation Report (ISER) in preparation for the College's upcoming accreditation visit in Fall 2019, but also included: a major update to the Educational Master Plan (EMP) and the "5 in 5" Strategic Priorities; oversight and review of the first biennial Program Review cycle; finalizing the College's Planning Manual and updating committee membership, structure, and term limits; and reviewing and providing input into initiatives and plans such as Guided Pathways, the Student Equity Plan, the Distance Education Plan, and the Technology Plan.

In order to enhance transparency around the College's decision-making processes, IPC finalized the College's Planning Manual, including planning calendars and matrices outlining how all major decisions and recommendations are made. In addition, the membership of institutional committees were reviewed, reworked where necessary, and reconstituted with clearer missions and term limits. In order to demystify the College's budget process, IPC re-established the Finance Subcommittee. This committee, comprised of members of each campus constituency, is charged with ensuring "that the College maintains fiscal stability and that financial resources are allocated in accordance with the College's Mission, Vision, Strategic Priorities, Educational Master Plan goals, Program Review, and other plans."

Recognizing that the College needs to take steps to address some of the challenges that our students face, the work of the Textbook Task Force continued. In addition, IPC established a Transportation Task Force to explore what the College can do to help address transit issues to and from the campus.

September 2018

- Review of draft "5 in 5" Strategic Priorities
- Guided Pathways update
- Formation of Finance Subcommittee
- Formation of Transportation Task Force
- Review of IPC Membership
- Flex Day Update
- Student Equity Plan Update
- Accreditation Update (visit date, etc.)

October 2018

- Accreditation Timeline

- President's Major Goals for 2018-2019
- SparkPoint Update
- Textbook Task Force Update
- Review of first draft of EMP
- Review of Program Review Process

November 2018 (Only 1 meeting)

- Program Review Evaluations (review and feedback)

December 2018 (Only 1 meeting)

- Approval of EMP
- College Budget Overview
- Review of Program Review Resource Requests
- Discussion of Program Review Next Steps

January 2019 (Only 1 meeting)

- Review of Summary of Key Recommendations and Decisions Matrices (Planning Manual)
- Approval of Finance Committee Mission Statement
- Update on Technology Committee

February 2019

- Approval of CSM Planning Manual
- EMP Implementation Plan – Brainstorming Session
- Review of ISER Draft
- Update on Research Agenda

March 2019

- Discussion of 2018-2019 Program Review Cycle: Trends and Themes from Academic Senate and Student Services Council
- Discussion of 2018-2019 Program Review Cycle: Process and Challenges
- ISER Draft Update
- Accreditation Update – Lessons learned from Gavilan College visit and changes at ACCJC

April 2019 (Only 1 meeting)

- Review and approval of ACCJC Institutional Set Standards and Aspirational Goals
- Update on Distance Education Plan (2017-2020)
- Student Equity Plan Goal Setting
- ISER Quality Focus Essay (QFE) Update
- Transportation Task Force Update

May 2019

- Review of draft Student Equity Plan
- Update on Guided Pathways Design Principles
- Review of State Chancellor's Office 2020 Vision for Success Goals
- Approval of Student Equity Plan*
- Approval of ISER*
- Approval of 2020 Vision for Success Goals*
- Textbook Task Force Update*
- Finance Committee Year-End Update*
- Assessment Report Update*
- Technology Plan Progress Report*

** – Agendized for May 15, 2019, IPC meeting*