

Institutional Planning Committee (IPC) Meeting

Friday, April 14, 2017

1:00 – 3:00 p.m.

College Heights Conference Room, B10-468

Members Attending: Ron Andrade, Juanita Celaya, Jia Chung, Michael Claire, Laura Demsetz, Fauzi Hamadeh, Jennifer Hughes (co-chair), Sennai Kaffl, David Laderman (co-chair), Stephen McReynolds, Ludmila Prisecar, Stephanie Roach, 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 with two changes. Agenda item #6, Project Proposal Guidelines and Summative Evaluation was tabled. An update on the Educational Equity Committee (EEC) structure was added.

Review Summary Notes from the March 17, 2017 meeting

The summary notes from the March 17, 2017 meeting were approved.

Review Program Review Themes for Accuracy

The committee reviewed the program review themes that were consolidated at the last meeting. One change was made to the following theme: Need for ~~greater~~ continued collaboration and communication within the college and with high school and community/business partners. Jennifer Hughes and David Laderman will now develop the matrix document that ties these themes to CSM's Strategic Goals and the District Strategic Goals, as well as identifying any efforts currently underway to address the themes. A draft of the matrix will be provided to IPC. Once approved, it will be sent out to the college community.

Review IEPI Goals, Establish Targets

Jennifer Hughes and John Sewart provided information about the state required establishment of IEPI goals for 2017 and 2022. The following background information was shared with the group regarding this state mandate.

Background: In 2014, the California legislature established a system of indicators and goals to encourage California community colleges and districts to improve fiscal and operational effectiveness, while also reducing accreditation sanctions and audit findings. The Board of Governors (BOG) adopted the Year-Three goals framework to measure the ongoing condition of a community college's operational environment. Each college is required to develop, adopt and post a goals framework that addresses, at a minimum, the following four areas: 1) student performance and outcomes, 2) accreditation status, 3) fiscal viability, and 4) programmatic compliance with state and federal guidelines.

John provided the committee with the historical trend data for the two student performance goals we will be reporting on for 2017 and 2022. The committee then discussed the proposed aspirational goals (i.e. the goals we hope to achieve.) All agreed that the goals are reasonable. The group also discussed the importance of continuing college wide efforts that will “move the needle” for student success, which has remained at approximately 70% for the past twenty years. Everyone agreed that this is not acceptable and we need to engage the college community in collective efforts that are scalable to improve the success rate of significant numbers of students. The committee suggested that IPC host a fall, 2017 flex day event during which we could engage the college in a dialogue about ways in which we can collectively focus our attention on student success. It was mentioned that we have many programs (i.e. Learning Communities and Supplemental Instruction) which are increasing the success of students in these programs. However, these programs serve relatively small numbers of students. We also need to continue to communicate that we are all responsible for student success – that student success is “everybody’s business”. The committee agreed to begin planning for the flex day activity at a future IPC meeting this spring. It was also suggested that there might be a way to market this student success effort in preparation for CSM’s 100 - year anniversary.

Update on Program Review - Classified Position Requests

Jennifer Hughes provided the committee with an update on the classified position requests that were submitted through Program Review. Thirty-six (36) positions were requested. A joint meeting of the instruction and student services administrators was held during which the positions were categorized in one of four groups:

- 1- Needed for health or safety reasons
- 2- Needed for the operation of instruction or student services
- 3- Nice to have
- 4- Not needed at this time

Once categorized, the administrators prioritized the requests in the first two categories. These were then submitted to Cabinet to determine the status of the college budget to support the position requests. Only positions in the first category were approved. These include the following:

- .48 Office Assistant II, Child Development Center
- Increase Athletic Trainer position from .48 to 1.0
- .48 Astronomy Technician (this will first be a hired as a temporary position using other funds)
- Research Analyst (required match for HSI grant; 50% from fund 1, 50% grant)

Jennifer Hughes and Mike Claire reminded the committee that based on the established processes for hiring classified staff, only those funded by Fund 1 (General Funds) come through IPC. Other grant or categorically funded positions are filled as needed. Also, the college president reserves the right to fill classified positions as deemed necessary for the operation of the college.

Jennifer noted that the IPC website will be updated with the list of the 36 positions and those that have been approved. In addition, she mentioned that the Program Review requests for student assistants and facilities

are still being reviewed in Cabinet. The faculty requests have already been completed and reported on to IPC. Selection committees have been formed, faculty hiring is underway, and the majority will be filled by the end of the spring, 2017 semester,

Update on Educational Equity Committee

Jeremiah Sims provided an updated version of the committee structure for the Educational Equity Committee (EEC). Based on prior recommendations from IPC, changes to the structure were made, including increasing the frequency of the meetings of the steering committee to three times per semester and changing the name of the Resource Distribution workgroup to the Resource Distribution Advisory group. Jeremiah also provided clarification on the role of the Evaluation workgroup. Its purpose will be to conduct an internal review/evaluation of any proposals presented to the EEC. This does not replace IPC's role in conducting formal evaluations of all college proposals and initiatives.

Project Proposal Guidelines and Summative Evaluation – Tabled. A small workgroup will meet on April 24 to review and revise the proposed document prior to discussion at a future IPC meeting.

Next Meeting: April 21, 2017 (Note: We will approve IEPI goals at this meeting.)