

Institutional Planning and Budgeting Committee

Tuesday, October 22, 2013

College Heights Conference Room, College Center, Building 10, Room 468

Meeting Summary

Members Present: James Carranza, Michael Claire, Laura Demsetz, Gary Dilley, Amanda Governale, Fauzi Hamadeh, Hanna Haddad, Jennifer Hughes (co-chair), David Laderman (co-chair), Deborah Laulusa, David Locke, Beverly Madden, Milla McConnell-Tuite, Teresa Morris, John Sewart, Hayley Sharpe, Laura Skaff, Jennifer Taylor-Mendoza, Henry Villareal, Andreas Wolf

Guests: Members of the accreditation external evaluation site visit team.

Review of the Agenda

The agenda was approved.

Umoja Program Proposal

Members of the Umoja Program planning group (Jennifer Taylor-Mendoza, Frederick Gaines, Jeremy Wallace, Henry Villareal, Krystal Romero, and James Carranza) presented the proposal for establishing and funding the Umoja project to the committee (report attached.) The report provides detailed information regarding the data analysis from the Diversity in Action Group's annual report which confirms that there are significant disparities in student success in terms of age, gender, and ethnicity. The most consistent gaps are among ethnic groups and particularly among African Americans and Pacific Islanders. African Americans experience the least success in course completion, transfer, and degree attainment. African American students make up 3% of the CSM's student population (approximately 350 students.) The proposed model is a year-long learning community designed to enhance the academic success of students through personal growth and enrichment; it pairs Ethnic Students and English courses. The Program incorporates the "Indaba Community," a unique professional development network supporting faculty awareness of the needs of African American and other students of color. The program is aligned with the college's Institutional Priorities and recommendations from the statewide Student Success Task Force. The proposed implementation date is fall, 2014. The committee will take action on the proposal, including the budget request (\$66,100), at a subsequent IPBC meeting.

Institutional Priorities and College Index

Jennifer Hughes stated that we have now concluded the 2008-2013 planning cycle. While we have been evaluating and assessing our planning processes over the course of the years of the planning cycle and making modifications deemed appropriate (e.g. deactivating certain institutional planning committees,) we need to complete a formal evaluation and assessment of the planning process. Milla McConnell-Tuite distributed a planning document, "Final Assessment of Planning Cycle," to guide the assessment

and evaluation process over the next regularly scheduled IPBC meetings and two Saturday sessions. The overarching goals of our evaluation include:

- Validation of Institutional Priorities
- Validation and/or revisions of objectives associated with Institutional Priorities
- New targets for College Index (2013/14); identification of most critical indicators
- Continued validation of current planning structure (or alteration)
- Road map for new institutional plans
- Model for review and evaluation of start-up initiatives

We will need to assess the following:

Metrics:

- Close out of institutional plans (2008/09-2012/13); Distance Education, DIAG, Human Resources, Enrollment Management & Technology; review whether goals were met and what gaps, if any, remain?
- Review status of key college initiatives; what have they accomplished?
- Review program review process (update); review themes and trends identified by divisions and previously summarized at IPBC
- Review College Index; identify trends and most meaningful data
- Review institutional data (updates to EMP, 2012); updates from *Self Evaluation*

Outcomes:

- Review and assess appropriateness of Institutional Priorities' objectives; do data suggest other objectives?
- Review planning cycle and annual planning calendar; are they still appropriate?
- Continue planning committee structure review: is structure appropriate given other metrics and possible emerging needs?
- Continue review of IPBC Mission; further refinement expanded budget oversight role?
- Consider and adopt mechanism for evaluating the "START-UP" of institutional initiatives; establish basic metrics for standardization of proposals and evaluating their success
- Review/validate Draft Planning Manual

Jennifer will poll the group to determine the two Saturdays that work best for the majority of committee members.

The committee reviewed the most recent version of the College Index, pointing out some positive trends, including:

- Number of students completing academic advising sessions and developing SEPs (71.7% increase from 2008/09 baseline)
- Financial Aid Recipient Rate (22% increase from 2008/09 baseline)
- Total Amount of Financial Aid Awards granted (113% increase from 2008/09 baseline)

Jennifer commended deans Villareal and Ramezane for their leadership in making changes in the delivery of counseling and financial aid services and increasing the use of technology (e.g. Degree Works) to streamline services and provide students with greater online access to support services. She noted that as a result of the business process analysis for financial aid, the number of steps for processing financial aid checks has decreased from 50+ to 13; by January, 2014, 100% of SEPs will be online via Degree Works.

Further examination of the Index will be conducted at future meetings.

Next Meeting: Friday, November 1, 2013, 1:00 – 3:00 p.m., College Center, College Heights Conference Room, 10-468

Summary notes prepared by Jennifer Hughes, IPBC co-chair.