

Institutional Planning Committee (IPC) Meeting

Wednesday, December 5, 2018

1:00 – 3:00 p.m.

Room 18-206

Members: Emily Barrick, Mondana Bathai, John Burrigh, Sandra Stefani-Comerford, Tabitha Conaway, Laura Demsetz, Heidi Diamond, Krystal Duncan, Alicia Frangos, John Burrigh, Fauzi Hamadeh (co-chair), Kim Lopez (co-chair), Paola Mora Paredes, Teresa Morris, Madeleine Murphy, Luis Padilla, Anniqua Rana, Erica Reynolds, Jose Rocha, Elizabeth Schuler, Arielle Smith, Elnora Kelly-Tayag, Jeramy Wallace (co-chair).

Guests: Jia Chung, Hilary Goodkind, Ludmila Prisecar, Jan Roecks, Mary Vogt

MEETING SUMMARY

Review Agenda

There were no changes to the agenda.

Approval of Meeting Minutes

Minutes from the November 7, 2018 meeting were approved.

Approval of Educational Master Plan (EMP)

The EMP was approved by the committee. Hilary went over what had changed since IPC last saw the EMP, which included the President's intro and Jeremiah Sims' input. A third column was added for the State Chancellor's Vision for Success program. There were no questions and the EMP was approved.

Hilary talked about the implementation of the EMP which is ongoing, and what is contained in the appendix of the document. She explained how joint committees (Classified and Faculty committees) had begun the appendices work during a joint meeting in November. Soon, the additions/input will be consolidated in the table. There are 3 tables (implementation of priorities) that are moving toward the initiatives and metrics to identify gaps. There will be a few working meetings to finish the table input within the next few months; they do not have to be complete in time for the EMP to go to the Board of Trustees.

Kim asked if a working draft could return to IPC in the spring for working groups to assemble and contribute and Hilary agreed it would be a good idea.

College Budget Overview

Jan, Jia and Ludmila presented a snapshot in time of where we are with the CSM budget, for information purposes. The presentation covered the budget and where funds come from. (see attachment).

Program Review Resource Requests

Sandra introduced the process for resource requests and their status. Since they are still under review, she did not have final numbers yet. All program reviews were submitted and some of them included resource requests, after which they were submitted to PRIE to break down and post. Deans had division meetings to prioritize the requests, and those were returned to Sandra's office and meetings were scheduled to prioritize. That prioritization went to cabinet. As a result, there were some new FTE positions requested as well as other resources. She proceeded to give the committee the results of the process.

Full time faculty this year 4 retirements; 4 new faculty were approved to be hired: 2 Math, career counselor and communication studies. Nursing for pediatrics, cosmetology, 2 math position and EOPs coordinator were approved as well, as a rollover from last year. For classified A&R assistant, counseling PT assistant, engineering, astronomy technician (shared between the 2); temporary p/t equipment manager, short-term temp position programs coordinator for International Students; 2 enrollment services & guided pathways temporary and grant funded positions. Student assistants: 2 (counseling; anthropology lab assistant, 1 for ESL center, and tutors for the math resource center). Math is getting more because of AB705 as a result of the new state requirements. A few other student assistants were approved and grant funded.

The same process was used to determine which equipment would be approved for purchase. The total is about \$96K for instructional materials. The equipment total approved is approximately \$397K. Facilities is still being under review.

Mike Claire will be sending out the precise amounts approved broken down by division, probably by the end of the week or early next week.

Program Review Next Steps

Kim provided an update on the status of program review. All the feedback forms were received and the rubrics were sent out to the deans. Sometime this semester, all of the feedback rubrics will be posted. The Academic Senate will be sharing the themes and trends at a meeting in February and then the committee will also evaluate the program review in preparation for the 2020 cycle.

This was the last meeting of the fall semester.

Meeting adjourned at 2:15 p.m.