

**IPC Ad Hoc Steering Committee**  
**Summary of meeting of Tuesday, March 23, 2010**  
**1:00 – 2:00 p.m., Building 18 Room 302**

**Members Present:** Kitty Brown, Dave Danielson, Laura Demsetz, Cynthia Erickson, Mike Galisatus, Cheryl Gregory, Mohammed Haniff, Kevin Henson, Allison Herman, Joyce Heyman, Joe Mangan, Mike Mitchell, Rosemary Nurre, Marsha Ramezane, Michelle Schneider, Huy Tran.

**Members Excused:** Michelle Brown

**Members Absent:** Mohammed Haniff

**Guest:** none

**Announcements:** Joe Mangan is joining the committee as replacement for Bret Pollack.

**Review summary of 3/16 meeting:** No changes

**Feedback from around campus:** People are wondering what the committee has been doing and when the campus will have the opportunity to participate. Many think that the committee is developing a "list."

**Timeline:** In order to complete our work this term, it was decided that we must have a document ready to go out to campus immediately after spring break. To help set realistic expectations for what is to come and to lay out a timeline for campus discussions in April and May, a memo will be sent out to the campus (csm employees plus student senate) before spring break. Target date for this memo is April 1.

**The pre-break memo:** The memo to be sent out before spring break will review the charge to the committee, emphasize the need for results that can be used in decision making in the very near term, describe the larger document (need a name for this) that will be sent out after spring break, and outline the meetings and forums available for discussion. Last fall, it seemed that the all-campus meeting was helpful not only as a forum, but as a stimulus to get smaller groups talking. We discussed holding an all-campus meeting, participating in division meetings and other regular committee meetings, and offering to hold additional meetings for any group that wants one. It was noted that one thing missing in the discussions last fall was a campus-wide (as opposed to division-level) evaluation of the curriculum. We will need to try to foster campus-wide thinking through the pre-break memo, the larger document, and other means.

**General discussion:** Are we dealing with instruction only instruction or do we look at staff and facilities also? Should we (and the campus) look at non-instructional funds? We are already running very lean in terms of staffing. Is further consolidation of support services across the three colleges possible? Based on discussion, it seems that the document that goes out after spring break will need a preamble, in which important ideas that aren't at the "bullet" level can be stated (e.g., the need for coordination across the district), and possibly an appendix with references and additional information.

**Review and discuss “bullet” submissions:** Issues/ideas/comments that came up on review of bullet points include

- How shall we reference planning documents in the “bullet pamphlet”? Footnotes?
- Several of the submitted analyses mention “fairness.” Should a discussion of fairness and its relevance/irrelevance to our charge go in the preamble? Are issues like seniority relevant to our charge?
- Add to preamble or appendix things that are important for longer-term consideration. Examples: We have to get to a sustainable, functioning size, then apply a process to allow us to adapt to changing demands. Change PIV so that it has teeth? Change faculty evaluations so that they have teeth?

**Tasks before next meeting:** By Friday at noon, send additional bullet points with analysis and input for first memo to Laura. Will be send back by email/web Friday night for review and though prior to Tuesday’s meeting.

**Goals for next meeting:** Develop drafts of pre- and post- spring break documents.

**Next meeting:** Tuesday, March 30, 1:00 – 4:00, 18-302