

Institutional Planning Committee Meeting
May 23, 2011
DRAFT MINUTES

In attendance: Mohammed Eisa, Michael Gong, Judy Myers, Despina Prapavessi, Emily Stone

Note-taker: Shemila Johnson

Item #	Topic / Activity	Time
1	Agenda Review	Add rubric for evaluation of existing plans
2	Announcements	None
3	Minutes Approval	Postponed
4	College Wide Survey – results and comments	<p>Eisa shared the results, highlighting that the IPC group received an overall modest rating. The following specifics were given from the results:</p> <ul style="list-style-type: none"> • Committees work in coordinating the mission statement received a rating of 3.8 out of total possible 5 rating. • ASC committee activities coordination received a rating of 3.7 out of total possible 5 rating. • Does not understand what we do, we received an unfavorable rating. Group agrees we need to work on continuing to communicate with the campus community to raise IPC awareness and promote transparency. • Managers and Faculty have significantly different views of the IPC group. Stone suggests that a reason faculty was less aware was due to the group did not have faculty representation until last semester. • Role of committee in directing college wide plans received a rating of 3.3 out of total possible 5 rating. <p>Myers suggests the committee write a summary for the fall forum as a means to become more visible. Stone acknowledged the upward movement of the rating with regards to knowledge of the committee throughout the college.</p>
5	Next year’s calendar-expected changes in IPC’s charge/membership	IPC is looking to separate from the Accreditation Steering Committee (ASC). There is also discussion of a possible Institutional Effectiveness Committee

		(IEC) and IPC merge. Stone is uncertain of the charge at this time and will meet with the College Council chairs to discuss.
6	IPC's flex activity in August	<p>Stone and Prapavessi have scheduled a FLEX activity to discuss the nine College wide plans presently in existence. The August 9th workshop is based on recommending how many plans are needed and the goals are to:</p> <ul style="list-style-type: none"> • Develop a template for college wide plans process • Discuss the role of IPC and plans approval • Compiling rubric <p>Myers suggests having one person representing every plan, in addition to having a research consultant there to talk about planning. Consultant to approach planning and outcomes.</p> <p>Eisa handed out a draft rubric for the group to review. He went over the forms and discussed the headers listed are the KPI's or Key Performance Indicators that we need to look at for each plan.</p> <p>Myers suggests cancelling August 9th FLEX activity for IPC, and to schedule a couple of hours on a Friday during the first month of the semester to discuss the nine plans.</p> <p>Stone and Prapavessi decide not to cancel FLEX activity on August 9th and to use the opportunity as a discussion opener. Gong suggests researching other colleges' plans. Eisa suggests reading plans in the fall as a group.</p>
7	The Student Equity Plan- next year's pilot project	<p>Stone reports the Student Equity Committee has been working on a draft plan. The co-chairs Mark Akiyama and Rudolph have agreed to be IPC's beta test plan on utilizing our rubric and process on evaluating college plans.</p> <p>Committee wants to include various groups working on equity projects throughout campus. The next meeting on August 9th will hopefully feed into the plan development.</p>