

Institutional Planning Committee
October 5, 2011
APPROVED MINUTES

In attendance: Shu Lu, Mauricio Najarro, Judy Myers, Despina Prapavessi, Tish Young, Ted Wieden, Jason Cherry, Michael Gong

Note-taker: Shemila Johnson

Item #	Topic / Activity	Discussion/Outcome
1	Agenda Review	No changes made to the agenda.
2	Minutes review/approval from 9/21/11 meeting	Motion to approve minutes w/suggested changes (Cherry), seconded by Najarro. Group consensus to approve minutes with suggested changes.
3	Update on Student Equity Plan development	Prapavessi gave update on SEC (Stone absent). Committee is planning to meet with various committees on campus to outline the equity plan. Prapavessi provided list of committees from SEC of whom they will meet with.
4	Update on Research/Contacts with Consultants  IPC_DRAFT_ConsultantProposal_Fall2011	<p>Prapavessi shared that she and Stone spoke with potential consultants last week, they have been unable to meet with Lande; however another consultant, Juan Lopez (was referred by U.C. Berkeley) will meet with them via telephone on 10/6/11. His experience is with equity issues and planning. He is an alumnus of DVC. He's available on 10/28/11 the for potential one-day IPC retreat with the consultant. Deliverables were sent to the potential consultants (see handout).</p> <p>Cherry suggests looking at Lopez's website and provide emailed feedback prior to 9am on 10/6/11. Myers suggests, "we need a Planning 101 course and can deal with inexperienced planners. We need to be educated on the process, not just told what to do. We need a good teacher in a sense."</p> <p>Najarro suggests initiating, organizing, executing, monitoring, and controlling are the basics of planning. We need to find out the experience, suggestions and costs of each potential consultant.</p> <p>Myers suggests we are trying to move forward in developing a useful plan (plans in the past, didn't contain action items). Najarro suggests keeping in mind the requirements and making sure they are action driven. Young suggests informing him of our size (72 individual program reviews, and SEC plan),</p>

		<p>that we are looking for best practices to integrate components of the individual plans as it relates to equity. Myers suggests we need to state our 'problem', explaining the issue to them. Main idea of the issue is: "Plans are not meaningful and the process of acting upon them was meaningless as well. They were created for compliance reasons. How do we make them measurable, achievable, etc.?"</p>
5	<p>Deliverables for the Planning Retreat on 10/28 (tentative date)</p>	<p>Questions to ask potential consultant:</p> <p>Gong suggests the plans need a commitment from the top to reallocate resources. Cherry defines two main issues:</p> <ol style="list-style-type: none"> 1. Moving from plans made in compliance to plans that have meaning and impact on the college. 2. What is the process for involving the entire college in the planning process? <p>Najarro suggests group is saying we would like to see planning connected to mission statement goals with action driven requirements and a matrix to ensure we meet them.</p> <ul style="list-style-type: none"> • We can do a lot of planning, but how do we integrate all the plans into a cohesive unit and take actions necessary to make it happen? • How do we create a plan with a reduction strategy? • How do you get buy-in with a plan that has a reduction strategy? • In addition to the planning, how is the decision making handle in the experiences you've had to prioritize what's going to get done? • What can you provide us with? <p>Wieden explains our resource allocation model was not designed to go in both directions and plans themselves still need to be a plan (what we think needs to happen), whether resources are available to make it happen is a different issue.</p> <p>Wieden states there are strategic directions developed to guide us through 2014, the District sets goals and college directions that need to be aligned with district directions. We are in a stop gap until we get district directions. It is the responsibility of program reviews to allocate resources to implement plans.</p>

		<p>IPC's role is to ensure planning is done in the desired timeframe and to provide support and assistance.</p> <p>Young suggests on deliverables page of plan resources should be requested and documented where funds should come from. Planning document has direct connections to specific units on campus.</p>
6	<p>Planning at DVC, Resource Allocation and the role of IPC-discussion</p>	<p>Budget committee decides how much is going to each area and available to support college initiatives. Recommendations on where resources are allocated come from Integration Council. Unclear if Budget or College Council meshes that request out.</p> <p>Plans are college-wide, program reviews are for a specific unit. There is disconnect between plans and program reviews.</p> <p>Plan without budget doesn't make sense. Bulk of plan implemented, but not all aspects of every plan will be implemented. Wieden explains going through process of realigning budget codes to have instructional units align accurately. Program review supposed to be linking resource allocation and college strategic plans. Every dollar sign a plan is saying what they need is tied to a unit. There has to be communication with plan writers and PR units responsible as it pertains to budget, and people have to plan accordingly (grants, etc.) to explain how funds will be acquired to meet plan goals. We need to define those parameters.</p> <p>Set annual reviews (plans have a validity life of probably about one year) in order to see where we are and how to get where we want to be (continuous improvement). College council requires all committees provide annual report w/description of what's going on with their plan. Pieces are all there, not necessarily linked at this point.</p>
7	<p>Review Template for College Wide Plans & Integrated Planning Document</p>	<p>Integration Council looking at planning procedure. Wieden suggests college run pilot resource allocation, cherry asked when that goes through, what does this committee look for with the planning that's coming up? Wieden gives example of WFD plan. They allocated the money according to their plan to various CTE programs.</p>
8	<p>Adjourn</p>	<p>Adjourned at 4:20pm</p>

NEXT MEETING DATE
October 19, 2011
2:30-4:30pm
L-151

Upcoming Fall Term Meeting Dates 2011
November 2
November 16
November 30
December 7