



Skyline College

Institutional Planning Committee
November 13, 2013

Draft - Minutes

Attendance: Joi Blake, Amory Cariadus, Kathleen Feinblum, Stephen Fredricks, Ray Hernandez, Tom Hewitt, Barbara Lamson, John Mosby, Sarah Perkins, Suzanne Poma, Leigh Anne Shaw, David Ulate, Linda Whitten, William Watson, Karen Wong

Absent: Eloisa Briones, Andrea Garcia, Bob McCoy, Ally Nuschy, Justin Piergrossi, Priscilla Sanchez

Recorder: Anjelica Gacutan and Theresa Tentes

Discuss/Approve October Minutes

M/S/U – Joi Blake/Kathleen Feinblum approved the minutes with correction per Leigh Anne Shaw's statement in the minutes.

Karen Wong – Abstained

Balanced Scorecard

Karen Wong provided a brief overview of the timeline for the Balance Scorecard revision. At the December 11 meeting the only item on the agenda will be to discuss the Balance Scorecard. The meeting will last approximately one hour. For the February 12th meeting the IPC will look at the Data Dictionary draft and flesh out the new measures following the Data Dictionary format. The March 12th meeting a draft of the Balance Scorecard will be reviewed prior to sending it to the shared governance committees for approval. At the April 9th meeting integrate feedback into the draft and have the IPC members vote for recommending the document to the College Governance Council.

The measure of ES5 is no longer used so that will be removed from the stakeholders.

IS1's – Ray Hernandez reported that his group looked at the first two thresholds. The thresholds have been 75% but have now gone to 80%. Is 75% appropriate? The bar can be raised to 90% or 100%.

Include other planning documents such as program reviews, ALURs, annual program plans that assist with the budget process.

IS2's – Employee overall successful rating is every 6 years. It lines up with the Accreditation cycle. It is recommended to change the cycle to 2-3 years.

ES's – There was a long discussion regarding ES's. The description is not an accurate description. It needs clarification of the definitions. Sarah Perkins suggested to reorganize the labels.

ES4's – Basic skills has such a range that assessing all of the basic skills accurately would need to be disaggregated. Placement issues – Are students placed correctly?

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ES1's – There are a lot of variations in courses because of the variations in support services.

ES6's – This item needs more explanation and possibly more data. How is cohort defined? Created?

ES9's – Change the cycle? What is the source? What are we targeting and measuring? Put in line for CCSSE.

IG4's – Adjustment to the goal. Where did the figure come from? Is it accurate? How do you get it? To measure it to takes a 5 year average.

IG3's – The goal is 75,000. – Monies collected specific for the President's Innovation Fund. Amount awarded vs amount used.

IG5's – Professional Development only focuses on faculty it doesn't include the other constituent groups. Should we include other groups besides faculty regardless of funding source? How much does Skyline support for Professional Development? Broaden definition and sources for professional development funds. Allotted vs used? Create percentage or ratio?

Each member will work on the stakeholders as homework between now and the December meeting. Keep in mind of any other items to add to the balance scorecard.

DE Strategic Plan

Jim Petromilli and Bridget Fischer joined the IPC meeting to discuss the DE Strategic Plan. The Accreditation Team was very impressed with the plan. Bridget explained to the committee the plan and discussed items that have been added to the plan. Jim reported that we had a great report from the Accreditation Team but in the area of regular and subside contact and documenting the pro-active actions of the faculty to the students and tracking is an area that the Accreditation Team felt needed improvement. The recommendation will be added to the 14th action item. CTTL will be addressing this issue to help with the faculty to meet this requirement

M/S/U – Joi Blake/Leigh Anne Shaw. The IPC approved to recommend the plan to the College Governance Council.

IPC/CBC Merger

Dr. Ulate began the discussion of the merger of IPC and CBC. Now that the Accreditation Site Visit is completed how does the IPC committee feel about the merger? CBC has already agreed to the merger.

The visiting team was specific in that they wanted a definite tie between our planning and our budget.

If the merger is approved, the new committee will meet twice a month. Dr. Perkin's concern of the merger is they both need to come together to get the perspective but there might be times that the groups need to meet separately. Will there be enough time to get through the planning aspects if the merger is approved? Dr. Blake suggests that the two meetings scheduled will be great to have if allotted in case there was a lot to discuss. IPC members need a clarification of the makeup of the committees the overlapping of members may or may not be

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effective. Is there adequate representation for both committees based on positions? David said to keep in mind that we can try it for a year. If the merger does not work, we can also return the committee into two committees. It was recommended to bring up the scenario, membership details & twice a month meeting details to CBC and see if they still approve the merger.

There was a discussion of the number of members needed for the merged committee. The CBC membership seems to be a better representation of the college governance. It was recommended that the two committees merge for a trial period of 1 to 1 ½ years.

The details of the new merged committee are as follows:

Two meetings a month

Trial period for 1 to 1 ½ years

An assessment at the end of the year.

26 voting membership (CBC)

President of College

3 Vice President's (Instruction, Student Services, Administrative Services)

2 Deans (1 – Instructional/1- Student Services)

2 Faculty from each division (6 divisions)

Academic Senate President

3 Classified Senate Members

2 Associated Students

1 Dean of Planning Research and Institutional Effectiveness

1 Coordinator of Institutional Effectiveness

M/S/U – Ray Hernandez/Leigh Anne Shaw. The committee recommended the merging of IPC/CBC. Keeping it a 26 member committee. Unanimously.

December Meeting

Karen Wong shared with the committee that at the December 11 meeting the only item on the agenda will be to discuss the Balance Scorecard. The meeting will last approximately one hour.

Adjourned

Meeting adjourned at 3:53 p.m.