Santa Rosa Junior College

INSTITUTIONAL PLANNING COUNCIL
Monday, September 22, 2014
Bertolini Student Center Senate Chambers – Room 4638
1:30 PM – 3:00 PM
APPROVED MINUTES

Present: Nancy Chinn, Frank Chong, Eli Egger, Robin Fautley, Karen Furukawa, KC Greaney, Hilleary Izard, Kathy Matthies, Ricardo Navarrette, Doug Roberts, Mary Kay Rudolph, Jane Saldaña-Talley, Michael Salinger, Eric Thompson, Julie Thompson, Tony Vasquez, Alicia Virtue

Absent: Alicia Artz, Marianne Schwarz-Kesling

Guests: Greg Drukala, Omar Paz, Toni Eaton

1. APPROVAL OF MINUTES
Minutes of September 8, 2014 were M/S/C as submitted.

2. INTEGRATED PLANNING
Minutes from the shared governance and planning bodies (IN BOLD) were attached to the IPC agenda. Council members had no questions regarding the minutes presented.

- Academic Senate
- Associated Students Senate x 4
- Budget Advisory Committee
- Classified Senate
- College Council
- District Facilities Planning Committee
- Educational Planning and Coordinating Council
- Integrated Environmental Planning Committee
- Institutional Technology Group
- Petaluma Faculty Forum

3. ANNOUNCEMENTS - None

4. INSTITUTIONAL PLANS AND PLANNING

a. Approval of 2014/15 IPC/PRPP Planning Calendar (Action Item)
Members reviewed the 2014/15 IPC/PRPP Planning Calendar and J. Saldaña-Talley brought council members’ attention to the bulleted list of planning reports at the bottom of the last page. The list represents all reports that will come before the Council this year and the list was streamlined after discussion with W. Burzycki, Accreditation Self-Evaluation Chair. Jane also noted a change in the IPC meeting date in November: Since PDA Day is on the 2nd Monday, IPC will meet instead on the third Monday, November 17th. The meeting will begin at 1:45 (instead of 1:30) because there will be a group in the meeting room just prior to IPC.

Action: The 2014/15 IPC/PRPP Planning Calendar was agreed upon by consensus and will be posted to the IPC committee webpage.

b. 2013/14 Annual Unit Plan Year-End Reports (Informational Item)
Vice Presidents Furukawa, Navarrette, Roberts, Rudolph, and Saldaña-Talley were prepared to respond to Council members’ questions regarding the year-end report of accomplishments with regard to the 2013/14 annual goals/objectives within their component areas. Also included was a report on accomplishments of the 2013-14 Cross-Component Goals, which covers goals that involve more than one area or are District-wide, including cultural competence, professional development, emergency/disaster preparedness, and integrated environmental planning. The reports show the goals, along with objectives, timeframe, etc. The far-right
column indicates the accomplishments for each goal. Also included in the report are the college initiatives to which each goal relates. For the next year, the goals and objectives will connect to the Strategic Plan goals and District/College mission statement.

Action: The 2013/14 Annual Unit Plan Year End Reports will be made available to the college community via the Institutional Planning website.

c. 2014/15 PRPP Component Priorities (Informational Item)
Vice Presidents Rudolph, Navarrette, Furukawa, Roberts and Saldaña-Talley were present to respond to Council members’ questions regarding the 2014/15 PRPP resource requests ranked as the highest priorities within their component areas. They covered requests for budget increases, non-faculty staffing and non-instructional equipment and technology. Also presented was a text document with an overview of the PRPP process, criteria and guiding principles developed by the President’s Cabinet to explain the prioritization process and summarize needs within each component area. It was explained that each component vice president compiles and prioritizes the funding requests for all of the departments in their area that have been submitted. Vice President Rudolph noted that not all requests on the priorities list will be funded. For example, Academic Affairs had substantially more funding requests than there are funds to cover. Their priorities came to a total of $478,518. The document presented is a draft. Minor facilities requests will be coming and will also be prioritized. A final version of the priorities will come to IPC after the Cabinet leadership completes its process.

Action: The 2014/15 PRPP Component Priorities will be made available to the college community via the Institutional Planning website.

d. Strategic Plan Scorecard Review (Informational Item)
Director of Institutional Research, KC Greaney, and Research Analyst, Greg Drukala, presented SRJC’s new Strategic Plan Scorecard and demonstrated its interactive features. At present, the Scorecard provides data for six of the nine Core Indicators selected as measures of progress toward achieving the College’s eight Strategic Plan Goals. These include: Enrollment, Institutional Learning Outcomes, Population Participation Rate, Completion Rate, Efficiency and Productivity, and Fiscal Stability. Members were encouraged to view and explore the Strategic Plan website and the Strategic Plan Scorecard, which are currently under development. They can be found at http://strategic-planning.santarosa.edu/strategic-planning-home.

It was explained that for the next five or six IPC meetings members will review a particular core indicator presented on the Scorecard, such as enrollment, with the goal of proposing targets and timelines for each. Additional data (such as three-year averages) will be provided by Institutional Research to aid in decision-making. Once completed, IPC and members of the Strategic Planning Task Force will review together prior to vetting with the college community.

During the demonstration, KC and Greg showed the three levels of data. The top level has a graphic indicating how well the college is progressing toward meeting the goals set for the indicators. The 2nd level (drilling down) has basic data points compared over time. Level 3 presents the data in more detail. It was noted that although the data are real data, the targets and timelines are artificially set for now. The source of much of the data is the Chancellor’s Office, which gets the data from MIS submissions by the college.

There was much discussion about what type of graphics to use to most effectively show progress toward goals. Suggestions included a preference for having a unified metaphor with a positive connotation and with a similar path for all levels, such as

- an acorn progressing to an oak tree and on to a forest
- a barometer or speedometer
- a person getting larger or smaller
- a tree showing branches being filled out with leaves as the goal becomes closer
- a tree in silhouette, with color being filled in as goal is closer

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In connection with the discussion, some members commented that they were not pleased with Drupal, the program in which this work is being done, in part because it behaves differently on different computers depending upon resolution settings.

At the next IPC meeting, enrollment will be looked at in more detail, and KC and Greg will bring more data.

e. Accreditation Self Evaluation Update
Accreditation Liaison Officer (ALO) Mary Kay Rudolph reported that over the summer Wanda Burzycki and Jessica Green worked on editing the accreditation self-evaluation, and the second draft is coming back now with commentary. The draft will come to IPC in October and be ready for final comment in November; then to the Board in December. She commented that it is better for the college to be frank about areas that need improvement. She emphasized the importance of being sure the links are working and are correct, and she reminded faculty members of the need to get on with completing SLOs. She added that assistance is available to departments to get their SLOs done.

f. Budget Update
Vice President Doug Roberts reported that the State Chancellor’s wish list had been sent to the CCC Board of Governors. The request includes greater funding for growth, COLA, faculty development, hiring full-time faculty, and categorical programs. The request asks for more funding for community outreach, technical assistance, and deferred maintenance. All of this will rest on what the Governor comes back with in his January budget.

For additional information, members may go to the Budget Advisory Committee webpage

Adjournment: The meeting was adjourned at 2:50 p.m.