1. **APPROVAL OF MINUTES:** It was M/S/C to approve the minutes of the meeting of October 27, 2014, 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
   - 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. **2015/16 Planning and Budget Framework:**
      Vice President Doug Roberts presented a draft of the Planning and Budget Framework for 2015/16 recently revised by the Budget Advisory Committee. Only one change was recommended; to change “regular faculty staff” to “regular staff.” The document had been distributed to IPC members for review in advance of the meeting. The Planning and Budget Framework will go to the Board in December. Doug said that this document is one of the pieces that sets the stage for the PRPP reports. No questions or concerns were voiced, and no action was needed.

   b. **2014/15 PRPP Merged Component Area Facilities Requests:**
      Dean of Facilities Planning and Operations, Tony Ichsan, presented the 2014/15 PRPP Facilities Requests ranked as the highest priorities within component areas and provided a district perspective on how projects are prioritized and, when possible, funded.
      
      Tony explained that per the ACCJC guidelines for accreditation, physical resource planning is integrated with institutional planning. To assure the feasibility and effectiveness of physical resources in supporting institutional programs and services, the institution must plan and evaluate its facilities and equipment on a regular basis. In addition, long-range capital plans have to be in place to support institutional improvement goals and reflect projections of the total cost of ownership (TCO) of new facilities and equipment. Total cost of ownership takes into account (1) land, design, construction, and occupancy (5-15%); (2) operation, maintenance, and renewal/modernization (65-80%); and (3) decommission/demolition (1-5%).
He went on to discuss the prioritization processes involved in developing the 2014/15 Facilities Priorities, including at the department, dean, vice president and the District Facilities Planning Committee levels.

Jane explained that the 2014/15 PRPP Merged Component Area Facilities Requests will be made available to the college community via the PRPP website in the SharePoint folder marked 2014 PRPP Priorities.

c. Strategic Plan Scorecard – Core Indicator Target/Timeline #2, Participation Rates, and #3, Institutional Learning Outcomes:

As a follow-up to discussion at the IPC meeting of October 27th, during which additional data was requested, KC Greaney and Greg Drukala presented revised data, and IPC members proceeded with setting institutional targets and timelines for completion of the following two Core Indicators: Participation Rates and Institutional Learning Outcomes. The links below have the updated data:

1) Participation Rate: http://strategic-planning.santarosa.edu/participation-rates (only counting Sonoma County and State population; used students ages 18 to 64 years old for the denominator; changed/added to the comments area)

It was noted that SRJC achieved a 12.1% participation rate in 2013, vs. 9.4% state-wide. For the three-year running average, the rate was 12% for SRJC vs. 9.7% statewide. Both SRJC and the state have been trending downward: SRJC had a rate of 15.7% in 2009 and the state-wide rate was 11% in 2010 (the first year for which statewide data are shown). Following are notes and information about the data reviewed:

Participation Rate (PR) is defined as the number of students of any age (unduplicated annual headcount) enrolled in the college (credit and non-credit courses) per 100 persons aged 18 to 64 living in Sonoma County (for the SRJC in Sonoma County) or the State of California (for all Colleges in California).

Action: The following target was agreed to by consensus: 14% Participation Rate (as defined above) to be achieved by academic year 2018-19.

2) Institutional Learning Outcomes: http://strategic-planning.santarosa.edu/learning-outcomes-basic (added a 4th graph covering Critical Thinking (in addition to Reading, Writing, and Math); re-arranged the graphs; included only students who had taken 16 or more units and had not received a BA or BS degree; changed/added to the comments area)

Following are notes and information about the data reviewed:

Institutional student learning outcomes are the knowledge, skills and abilities that we expect all students to improve upon as a result of being a student at SRJC. Institutional Learning Outcomes are assessed in various ways, the most comprehensive being the SRJC Student Survey, conducted every three years since 2001. The data from the last three surveys is included here (earlier data is not compatible due to a change in the survey methodology). Students who earned at least 16 units at SRJC and have not yet achieved a college degree are expected to have been impacted by exposure to SRJC instruction and services in a way that would have the greatest effect on these particular learning outcomes and thus this group was selected for this study.

Sources of data included the 2007, 2010, and 2013 SRJC Student Surveys conducted by the Office of Institutional Research. These visualizations are based on responses to question 35, which asks students to self-evaluate their gains on various academic outcomes. Only the responses from the students who took at least 16 units and had not earned an AS or BS degree are included. The survey question was "to what extent do you think your SRJC education so far has contributed to your knowledge, skills and abilities in the following areas:" Writing Skills (Writing); Reading Comprehension Skills (Reading);
Performing Mathematical Operations (Math); Locating, analyzing, evaluating, and synthesizing relevant information (Critical Thinking)

**Action:** The following targets were agreed to by consensus:

- Reading: 70% rate to be achieved by the academic year 2016-17
- Writing: 80% rate to be achieved by the academic year 2016-17
- Math: 70% rate to be achieved by the academic year 2016-17
- Critical Thinking: 75% rate to be achieved by the academic year 2016-17

d. **Strategic Plan Scorecard – Core Indicator Target/Timeline #4 – Completion Rates:**

IPC members reviewed data and took part in the third of five collaborative discussions designed to set institutional targets and timelines for completion of each of the current Core Indicators selected as measures of progress toward achieving SRJC’s eight Strategic Plan Goals. This session focused on the Completion Rate Core Indicator. Data can be reviewed at [http://strategic-planning.santarosa.edu/completion-rates](http://strategic-planning.santarosa.edu/completion-rates).

Following are notes and information about the data reviewed:

Completion Rate Definition: For five cohort years, the percentage of first-time students with a minimum of six units earned who attempted any Math or English in the first three years and achieved any of the following outcomes within six years of entry:

- Earned AA/AS or credit certificate
- Transfer to four year institution

It was noted that SRJC had exceeded the state-wide performance. The three-year average for SRJC as of 2013 was 53.7% vs. 48.7% state-wide. The data show an upward trend for both SRJC and state-wide.

**Action:** The following target was agreed to by consensus: 55% Completion Rate (as defined above) to be achieved by the academic year 2018-19.

e. **2014/15 PRPP Instructional Equipment (IELM) Prioritizations:**

Interim Dean of Learning Resources and Educational Technology, Will Baty, presented instructional equipment priorities ranked as the highest priorities within component areas and clusters. The list includes media and library materials in addition to equipment. He reported that last year the State provided a total of $280,000 for IELM, and this year it was $1,309,578. The IELM priorities are taken from the PRPP reports. He added that the funds allocated for IELM now have to be spent by June 30th – carrying funds forward will not be allowed.

Jane said that the 2014/15 Instructional Equipment Prioritizations will be made available to the college community via the PRPP website in the Share Point folder marked 2014 PRPP Priorities.

f. **Technology Master Plan:**

Interim Dean of Learning Resources and Educational Technology, Will Baty, and Director of Information Technology, Scott Conrad, who are co-chairs of the Institutional Technology Group (ITG), presented the final draft of the Technology Master Plan update. Below is the link to the report:

[https://bussharepoint.santarosa.edu/committees/institutional-technology/Committee%20Documents/ITG%20Tech%20Plan%202015%20Final.pdf](https://bussharepoint.santarosa.edu/committees/institutional-technology/Committee%20Documents/ITG%20Tech%20Plan%202015%20Final.pdf)

They explained that the 2015 Strategic Master Plan for Technology was created by ITG with input from all stakeholders in the District. It was reviewed and revised with input within the shared governance process. They added that with the passage of Measure H Facilities Bond, the document will help guide spending plans for bond money. They asked for any additional feedback and/or additions to the report.

g. **Other Business – PRPP Transparency**
Jane reported on the trend toward transparency, and this applies to access to the PRPP reports. In the past, those reports were not publicly available, but beginning with the spring 2014 cycle, PRPP reports will be posted on the SRJC Institutional Planning website. To that end, she will be sending an email to dl.staff.all to alert PRPP editors that the 2014 PRPP documents will be opened and unlocked (during November and most of December) to allow for review and further editing to be sure that the PRPPs are ready for public viewing. Jane also mentioned that the PRPP process for this year will not be launched until January to avoid confusion between cycle.

The meeting was adjourned at 3:00.