Santa Rosa Junior College

INSTITUTIONAL PLANNING COUNCIL
Monday, November 24, 2014
Bertolini Student Center Senate Chambers – Room 4638
1:30 PM – 3:00 PM
APPROVED MINUTES


Absent: Frank Chong, Eli Egger, Kathy Matthies, Ricardo Navarrette, Omar Paz, and Anthony Vasquez.

Guests: Toni Eaton

1. APPROVAL OF MINUTES
From the meeting of November 17, 2014. Review of the minutes was postponed to the next meeting.

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. INSTITUTIONAL PLANS AND PLANNING
a. Strategic Plan Scorecard – Core Indicator Target/Timeline #5 – Efficiency and Productivity, #6 Fiscal Stability/FTES:
IPC members participated in the fourth of five collaborative discussions designed to set institutional targets and timelines to completion for each of the current Core Indicators selected as measures of progress toward achieving SRJC’s eight Strategic Plan Goals. The session focused on Efficiency and Productivity and Fiscal Stability/FTES.

Efficiency and Productivity
Link: http://strategic-planning.santarosa.edu/efficiency-and-productivity-basic

KC Greaney reported that productivity is measured by a ratio of FTES to FTEF. FTES is the equivalent of 30 credit units enrolled or 525 student contact hours per student per year. FTEF is based on the percentage of instructional hours per week considered to be a full-time assignment for faculty. The FTES and FTEF numbers include both credit and noncredit courses.

It was noted that SRJC’s productivity rate is lower than the state-wide average, and this has been the case since 2010, with the exception of 2009 when SRJC had a higher productivity rate than the State. There was a big drop between 2009 and 2010 from 20.4 to 18.9, whereas the State during that period dropped from 19.9 to 18.9. A three-year running average, shows that in 2013 the State was at 18.9 productivity compared to 17.8 for SRJC. There appears to be a very slight upward trend currently for SRJC.
It was explained that productivity is a *fiscal* measure—the ratio of FTES to FTEF—not students in seats, whereas efficiency is the class-fill rate. Mary Kay added that the college is at less than 85% fill rate. So, a productivity rate of 17.8 for 2013 means almost 18 FTES per full-time faculty member. The percentage dropped after sections were cut beginning in 2009/10 and workloads were reduced, resulting in less funding for fewer classes. Note that classes continued to be reduced through 2012/13 but were increased beginning in 2013/14.

**Action:** The following target was agreed to by consensus:
- 18.5% productivity rate by 2018/19

**Fiscal Stability/FTES**
Discussion of the Fiscal Stability core indicator was postponed until January and after the December Board of Trustees meeting when the State Chancellor’s Office “Sound Fiscal Management Self-Assessment Checklist” will be presented. The checklist will be used as the data source for quantifying Fiscal Stability for the scorecard. A target for FTES generation was discussed and established.

**Action:** The following target was agreed to by consensus:
- FTES count of 20,300 by 2015/16 (includes out-of-state and international students).

b. **2014 PRPP Annual Update Message – DRAFT**
   Jane presented a draft of a message that will be sent to dl.staff.all from the IPC and Budget Advisory Committee (BAC) co-chairs to provide a wrap-up of the 2014 PRPP cycle and preparations for the next cycle. She anticipated that the email would be sent by the end of November or beginning of December.

c. **2015 PRPP Launch Message (Draft)**
   IPC members reviewed a draft of the PRPP launch message to be sent to dl.staff.all in early January from the IPC and BAC co-chairs to launch the 2015 cycle of PRPP. It includes the 2015-16 budget forecast, which is a $2.3 billion improvement over the previous year and includes responses to the following questions: 1) Where are we now? 2) What is coming our way? and 3) Where does that lead us? As always, it includes the college’s mission statement and concludes with the calendar of PRPP activities, including training dates. A link to the PRPP Quick Start Guide will be provided this year.

**PRPP Coordinating Committee Status Report**
IPC members of the PRPP Coordinating Committee reported on the progress to date on the preparations for the launch of PRPP in January 2015. Also presented was a preview of proposed changes to the template and the process for the 2015 cycle, as well as a draft of the updated 2015 Writer’s Guide. Jane gave a short demonstration of the PRPP template and SharePoint site.

d. **College Council Committee System Survey and Review – DRAFT**
   IPC Co-chairs, Robin Fautley and Jane Saldaña-Talley, reviewed a draft of a response from IPC to a “Committee System Survey and Review,” which is to be submitted to College Council on December 18 as part of College Council’s ongoing review and assessment of the District Committee System. Jane reported that she is working on a spreadsheet that will show which goals and objectives each committee supports. For IPC it Strategic Plan Goal H “Improve Institutional Effectiveness.”

e. **Accreditation Self Evaluation Update**
   Accreditation Liaison Officer (ALO) Mary Kay Rudolph reported that the first draft of SRJC’s Accreditation Self-Evaluation is done and will go to the Board at their December meeting. On December 1st the report will be posted online with a request via email from her as Accreditation Liaison Officer and Wanda Burzycki, Accreditation Self-Evaluation Faculty Co-Chair, that the college community preview the final proof for accuracy. They will specifically ask that committees responsible for particular standards review their sections and that anyone who worked on a particular standard take a look at that section for accuracy. All others will be encouraged to pick a section at random to see if it reads easily, makes sense, is clear and helps in understanding SRJC.
After it is finalized it will be mailed on December 22nd or 23rd to ACCJC. After that, hard copies of all needed documents will be gathered. Then there will be one last opportunity for any final changes, such as including final SLO assessments. In February there will be a break. The accreditation team leader will pay a visit at the end of January to go over the logistical arrangements for their visit (rental cars, hotel, meals, etc.). The official visit will take place in March 2015.

IPC members were asked to review Standard 1: Institutional Mission and Effectiveness when it goes online because members may be asked questions by accreditation team members.

The meeting was adjourned at 2:55.