1. **INTRODUCTIONS/ANNOUNCEMENTS:** Members were introduced to new Trustee Dorothy Battenfeld who is representing the Board of Trustees as an ex officio member of the Council. Welcome, Dorothy!

2. **APPROVAL OF MINUTES:** Hilleary Izard made a motion to approve the minutes of the meeting of December 8, 2014. The motion was seconded by Robin Fautley and carried unanimously.

3. **INTEGRATED PLANNING**

Minutes from the following shared governance and planning bodies (in bold) were attached to the agenda. There were no questions or comments from IPC members.

- **Academic Senate**
- **Associated Students Senate x 5**
- **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**

4. **INSTITUTIONAL PLANS AND PLANNING**

a. **Strategic Plan Scorecard – Core Indicator Target/Timeline Review:**

IPC members participated in a full review and dialogue regarding the Strategic Plan Scorecard, current Core Indicators and Targets/Timelines proposed by IPC in fall 2014.

**COMPLETED:**
- Enrollment/Student Headcount
- Participation Rates
- Institutional Student Learning Outcomes (Reading, Writing, Critical Thinking, Math)
- Completion Rates
- Productivity
- FTES

**PENDING:**
- Fiscal Stability/Self-Assessment
- Great Colleges to Work For Survey
- Accreditation Survey Responses (Employee/Student)
- Carbon Footprint
Status of the core indicators awaiting establishment of targets and timelines:

- Fiscal Stability/Self-Assessment is ready for discussion now that it has been reviewed with the Board of Trustees, and will be on the next IPC agenda when Doug Roberts is available.
- The Great Colleges to Work For survey will be administered again this year. The plan is to purchase expanded data reports, which will allow findings to be used as a core indicators for various Strategic Plan goals.
- Accreditation Survey Responses (Employee/Student): This is data collected from employees and students in preparation for each accreditation self-evaluation.
- Carbon Footprint: Awaiting information from Tony Ichsan, Dean of Facilities Planning and Operations. A suggestion was made to look at the Napa College website to learn what they are doing in the area of green technology and forms they are using.

Jane noted that the Strategic Plan website is not to a place where it needs to undergo a full review and edit. IPC members were invited to participate in the review. Alicia Virtue volunteered to lead the effort and members shown below volunteered to review the following areas on the Scorecard website.

<table>
<thead>
<tr>
<th>Area</th>
<th>Reviewer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Success</td>
<td>Kathy Matthies</td>
</tr>
<tr>
<td>Foster Learning/Academic Excellence</td>
<td>Julie Thompson</td>
</tr>
<tr>
<td>Serve our Diverse Communities</td>
<td>Robin Fautley</td>
</tr>
<tr>
<td>Improve Facilities and Technology</td>
<td>Alicia Virtue</td>
</tr>
<tr>
<td>Establish Strong Culture of Sustainability</td>
<td>Eric Thompson</td>
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<tr>
<td>Cultivate Healthy Organization</td>
<td>Sarah Hopkins</td>
</tr>
<tr>
<td>Develop Financial Resources</td>
<td>Jane Saldana-Talley</td>
</tr>
<tr>
<td>Improve Institutional Effectiveness</td>
<td>Jane Saldana-Talley</td>
</tr>
</tbody>
</table>

Each reviewer is to make recommendations to Alicia V., who compile their feedback and serve as overall editor. Recommendations are due by February 2nd, with a report to be given at IPC on February 9th. The review process should include looking for typos, checking links, ensuring uniform font type and size, correct punctuation, uniform capitalization, sentences or phrasing that makes sense, recommendations on content, etc. Suggestions included making the text sound as professional as possible and making it as user-friendly as possible.

Jane added that she, Alicia V., Greg, and KC would review the completion percentages to determine how best to figure them and present them. It was suggested that on each page where a completion rate is shown, there should be an explanation of how that figure was calculated.

Once completed, the Strategic Plan Scorecard will be sent for review to non-IPC members of the Strategic Planning Task Force and then will be distributed to the college community via the Strategic Planning website at [http://strategic-planning.santarosa.edu](http://strategic-planning.santarosa.edu)

b. 2015 PRPP Launch Message – FINAL DRAFT
IPC members reviewed the final draft of the PRPP launch message to be sent to dl.staff.all from the IPC and BAC co-chairs to launch the 2015 cycle of PRPP. PRPP Coordinating Committee Chair, Jane Saldana-Talley, gave a brief update on this year’s preparations and improvements. She brought members’ attention to the PRPP website, [www.santarosa.edu/prpp](http://www.santarosa.edu/prpp), where links can be found to the 2014 final approved PRPPs, the Quick Start Guide, the 2015 Timeline of Activities, the 2015 Writer’s Guide, and other pertinent documents. She reported that all of the 2014 PRPPs had been reapproved and they converted to pdf format for the Institutional Planning and PRPP websites.

Jane said that the launch memo is nearly complete; it just needs a revision to the 2015-16 budget forecast summary from Doug Roberts given that the Governor’s budget has been released. She will distribute the final version of the memo to IPC members before sending it to the college community, which will also allow time for SEIU and AFA review.
c. **Institutional Planning Website Upgrade**

Vice President, Jane Saldana-Talley, introduced the newly revised Institutional Planning website ([http://planning.santarosa.edu](http://planning.santarosa.edu)) and walked members through various sections. Members are invited to provide feedback for continuous quality improvement.

d. **SRJC Integrated Planning Model**

Members reviewed and commented on a revised “SRJC Integrated Planning Model” that KC Greaney developed and is posted on the Institutional Planning website. It is a simpler model than had been used in the past and shows the flow of long-range planning and annual planning. A suggestion was made to add an underlay that would represent the student population underneath the planning processes. Another addition to be considered would be links to other documents that are captioned in the model. Jane said she welcomed any other suggestions and comments from members.

e. **Accreditation Self Evaluation Update**

Accreditation Liaison Officer (ALO), Mary Kay Rudolph, gave an update on progress toward completion of SRJC’s Accreditation Self Evaluation. She passed around a copy of the Self Evaluation, which was submitted to the Accrediting Commission on January 9th. She expressed thanks to the Graphics Department and Wanda Burzycki, the Self Evaluation Faculty Co-Chair, for their work during the final push to complete the document. Because some of the links provided in the published document are not correct, flash drives with the updates and all the correct links to the many evidence documents have also been sent to the Accrediting Commission for the team members. The last report to the team will be sent on January 27th and will provide an update on SLO assessment completion, as well as links to the Strategic Plan Scorecard and the Education Master Plan 2014-2019. Mary Kay reported that as of January 23rd, completion rate of SLO course assessments was at 87% and the program assessment completion rate was 62%.

There was a brief discussion of the role of IPC in the accreditation visit. For example, the team may want to meet with IPC to discuss the College’s integrated planning process, so the question is, what do the Committee members need to be familiar with? The decision was made to spend some time at the next couple of IPC meetings on accreditation preparation for IPC members.

/te