
Absent: Omar Paz, Marianne Schwarz-Kesling.

Guests: Kris Abrahamson, Vayta Smith, Accreditation Visiting Team Members Willi Duncan (Team Chair), Alan Buckley, Marc Beam, Daniel Peck, Kathleen Winston, and Wei Zhou

1. ANNOUNCEMENTS/INTRODUCTIONS
Members of the Accreditation Visiting Team were welcomed and introduced themselves to the Council. IPC members were also introduced. Co-chair Jane Saldana-Talley explained to the visiting team members that time was provided on the agenda for them to query members of IPC and clarified the time allowed and order of the agenda.

2. APPROVAL OF MINUTES
A motion was made to approve the minutes, as submitted. The motion was seconded and carried unanimously.

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

- Academic Senate
- Associated Students Senate x 3
- Budget Advisory Committee
- Classified Senate x 3
- 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 Enrollment Management Plan – DRAFT: Director of Admissions and Records, Vayta Smith, and Dean of Arts and Humanities, Kris Abrahamson, provided a very thorough review of the latest draft of SRJC’s Strategic Enrollment Management Plan currently being vetted with constituent groups such as DCC/IM, EPCC, Academic Senate and others as requested prior to approval by the Board of Trustees in May. The plan represents a three-year approach to increase college-wide enrollment by 6%. The plan begins with a comprehensive look back at key indicators before and through the Great Recession, including courses/sections cut, students and funds lost and the impact on various student populations such as ESL, seniors, online, continuing and concurrent high school. Kris and Vayta shared draft strategies proposed for transfer students, skill builders, lifelong learners, online/weekend/evening, and international. The focus is on enrollment growth in Santa Rosa and Petaluma and strategic satellite locations. The plan includes an annual marketing and communications plan, as well as retention strategies. It was emphasized that this is only a first draft and much dialogue with faculty/staff input is yet to come. SEIU appreciates the Academic Affairs and Student Services collaboration on this Strategic Enrollment Management Plan and recommends more
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discussion with the classified outreach staff. IPC members were encouraged to share with their constituent groups.

b. ACCJC 2015 Annual Report – Student Achievement Data: Vice President Saldana-Talley provided an overview of the process IPC as engaged in for the past three years to generate institution-set standards at the request of ACCJC. The deadline for this year’s ACCJC Annual Report is the end of March. IPC members reviewed the back-up data and developed institution-set standards for Items 14a/b – Successful Student Course Completion and 17a/b – Transfer to 4-year Colleges/Universities in the Student Achievement Data section of the 2015 ACCJC Annual Report. Based on a review of available data through 2012/13 and following considerable discussion regarding transfer rates, the Council preliminarily established the institution-set standard for number of students who transfer at 1,500 (64 above last year’s standard of 1,438), with a request for additional information at the next meeting on how SRJC’s rates compare to other community colleges. Following a review of the three-year average Successful Course Completion Rates for SRJC and all CCC’s, the Council preliminarily set the goal at 72.1%, which was the same goal as 2014 and .4% less than the actual achieved in fall 2014 (71.6%).

During the next scheduled meeting on March 23, members will discuss responses to Items 22 – Other Institution-set Standards and Item 23 – Effective Practices, and review back-up data to reach consensus on institution-set standards for Items 15 a/b/c and 16 a/b/c – Completion of Degrees and Certificates, and affirm the Transfer and Course Completion standards set during this meeting.

c. Accreditation Team Visit: IPC members participated in a question and answer session with five members of the Accreditation Visiting Team who had requested to meet with the Institutional Planning Council as part of their efforts to validate information provided in SRJC’s self-evaluation. Questions focused on how faculty, classified and student members become involved in the college’s councils (IPC, EPCC, College Council); how SRJC determines its institution set-standards and goals; how planning is integrated and sustained; how IPC determines the effectiveness of PRPP and what changes need to be made year-to-year; how SLO outcome data are used and where it is shared; and how SRJC’s evaluation processes are evaluated. The team’s questions and IPC member responses provided for a rich and wide ranging exchange of information and an expression of overall satisfaction with and appreciation for the processes currently in place.

d. Budget Update: Due to time constraints, this item was held over until the next meeting.

Adjournment: The meeting was adjourned at 3:00 p.m.