

Minutes of the Special IPC Meeting

Board of Regents' Meeting Room – October 6, 2011, 4:00 pm

The Institutional Planning Committee meeting was called together in order to meet and begin work with consultant David Adams. (djadams46@att.net)

All members were present.

Dr Adams described the work involved and the format of the Mid-term Report. He addresses the contents of the Mid-term Report and the types of materials included.

Significant Parts of the Document:

- Section I addresses
 - Responses and updates since 2008, including
 - Visiting team recommendation
 - Commission Recommendations
 - Action Letters and Official Correspondence (particularly any eligibility correspondence)
- Section II addresses
 - Future Plans listed in the report by Standard for 2009, 2010, and 2011
 - Update status of *each* plan
 - Any deviations from the plan require explanation. Pay special attention to Standard II because it contains a great deal of material. Standard III is also large.
 - Board Plans

Action: Break into small groups to address individual standards/sub-standards based on knowledge, experience and interest

- Section III addresses
 - Whatever is going to happen to these projects between now and 2014, along with other projects, many of which are detailed in various sub-change proposals, etc.

Action: This usually revolves around a Strategic Plan; therefore, this committee must continue work on the Plan.

- Whatever may have been done since 2008 with the promise of compliance.
- There is a President's summary that appears in the beginning of the document
- Appendices
 - Governance tables/ Organizational Charts
 - Summaries of assessment data

Dr. Adams then addressed the beginning steps.

- Break the information down by sub-standard.
- Each group will look through one "tough" sub-standard while Dr. Adams is here and report on their findings.
- The IPC will act as the steering committee, but will select other members
- Dr. Adams will meet the Curriculum and Assessment Committee on Wednesday, October 12, at 11:00 am
- Board members who are off-island will be contacted.
- The group will use a "matrix" for selection of work and a timeline.

- Dr. Adams will leave a template with us for completion of the project, and we will stay in touch via Google docs.

The Standards Assignments:

I – Mary – only for initial format

II – Don and Ruth

III – Stevenson and Carl

IV – Edward

Next meeting with Dr. Adams – 4:00 pm, Thursday, October 11, Board of Regents' Meeting Room (We are invited to meet in person in the meantime.)

Next regular meeting October 19, 2011, Board of Regents Meeting Room

Respectfully submitted,

Mary Van Auken