

Institutional Planning Committee (IPC)

Minutes

February 12, 2013

Present: Mary Van Auken, Ruth Abbott, Bob Willson, Martha Horiuchi, Marilyn Harry, Rachel Salomon, William Rheiher, Nik Willson, Cheryl Vila

Chair: Cheryl Vila

Recording Minutes: Nik Willson

Summary:

I. minutes approved

II. strategic plan update

III. proposals for unexpected funds: prioritization

I. minutes of the December 11 meeting were approved

II. feedback on vision and mission needed from constituencies besides faculty and department chairs

- next step is to plan a retreat with goals:
 - evaluate and (re-)formulate vision and mission

III. Each year, regarding the use of unexpected funds:

A. in December IPC

1. must receive a list of proposals and initiatives for unexpected funds
 - a. from department chairs
 - based on program review
 - b. other sources or constituencies in the College
2. format: one page per each unbudgeted initiative
3. in addition to the page, proposals may be made as presentations to IPC

B. in January IPC

1. reviews and prioritizes proposals
 - method of prioritization is yet to be decided
 - one possibility is a matrix
2. presents priorities to Budget Committee