

IPC Meeting Minutes  
August 26<sup>th</sup>, 2015

Members present: Mary van Auken, Nik Willson, Boni Sanchez, Cheryl Vila, Bart Deemer, Ruth Abbott, Don Hess, Kalamen Jinuna, Agnes Kotoisuva, Biuma Samson and William Reiher.

The meeting was called to order at 11.05am

Agenda Items:

- Approval of August 14<sup>th</sup> Minutes
- Strategic Directives and Planning Process chart
- Admin Unit Program review workflow (revised)
- IPC RSA
- Board KPIs insertion into Strategic Plan

**1. APPROVAL OF AUGUST 14<sup>th</sup> MINUTES**

1. Under item 3. Proposed Organizational Chart the words “It was” was deleted from the starting of the first two bullet points.
2. Under item 3. Proposed Organizational Chart bullet point number 4, the words “It was agreed that that” was deleted from the starting of the bullet and replaced with “add as a”.
3. Under item 3. Proposed Organizational Chart bullet points number 5 and 6, the words “It was agreed that that” was deleted from the starting of the bullets.
4. All voted aye to accept minutes with the changes.

**2. STRATEGIC DIRECTIVES AND PLANNING PROCESS CHART**

- The document titled “Strategic Directives & Planning Process” dated August 9, 2015 was presented for FYI to show the changes that were previously agreed upon by the committee.
- The document at the bottom should be revised to read “Strategic Outcomes” rather than “Unit outcomes”.
- The committee unanimously voted to accept the document with the proposed correction.

**3. ADMIN UNIT PROGRAM REVIEW WORKFLOW (REVISED)**

- The document titled “Admin Unit Program Review Work Flow” dated August 8, 2015 was presented for FYI to show the changes that were previously agreed upon by the committee.
- The committee unanimously voted to accept the document.

**4. IPC RSA**

- First paragraph after “...planning best practices,” the following was inserted “prioritizes college-wide initiatives for recommendation to the budget committee,”
- The second paragraph was deleted from the document. It had read:

*Specifically, the IPC will:*

- *Facilitate and guide the Director of Institutional Research in the production of a Strategic Plan;*
- *Monitor and provide guidance on the elements required in a Strategic Plan;*
- *Disseminate the Strategic Plan, in a format easily understood and devoid of as much ambiguity as possible;*
- *In collaboration with CMI’s Accreditation Liaison Officer (ALO), monitor and play an active role in all accreditation processes;*

- *Play an active role in the non-academic program review process. The IPC will examine the quality of non-academic program review documentation, providing recommendations and guidance where appropriate;*
- *Examine planned work and strategies to look for areas of overlap and synergy. The IPC will facilitate discussion between related constituencies; and*
- *Prioritize college wide initiatives for recommendations to the Budget Committee.*
- The wording for assessment of the committee will be inserted into the RSA.
- A sub committee will be formed to review membership of the IPC.
- The RSA was tabled for the next IPC meeting.

#### **5. BOARD KPIs INSERTION**

- The 2011 BOR KPIs were presented for discussion and insertion into the CMI Strategic Plan
- The title of the document will be revised to indicate that these are the 2011 version of the BOR KPIs
- KPI #5 will be revised to read “Percent of Total Faculty with Graduate degrees or equivalent”
- KPI #11 will be revised to read “Number of graduates and graduation rate (total and by program of study)”
- KPI #12 will be revised to read “Percentage of students in good academic standing as a % of Total Current Enrollment (each semester)”
- The current KPI #12 which reads “Percentage of students eligible for Pell Grant as a % of Total Current Enrollment (each semester)” will be moved to Outcome III.
- A new KPI will be added to the document under Outcome III. It will read “Percentage of contingency fund as a % of total unrestricted revenue”.
- Cheryl will define “graduation rate” and this definition will be added to the document.

Next meeting will be a special meeting, Thursday September 3<sup>rd</sup> at 11am. Meeting adjourned at 11.58 am.

Minutes submitted by William Reiher.