

IPC Meeting Minutes

January 27, 2016

Members Present

Cheryl Vila
Don Hess
Marilyn Harry
Mary Van Auken

Rachel Salomon
Ruth Abbott
Stevenson Kotton
Terry Hazzard

Wilbert Alik
William Reiher

The meeting was called to order @ 11:08 am

Agenda Items

1. IPC [Self-Assessment](#)
2. Approval of January 21, 2016 Minutes
3. Admin Unit program review template – draft (Cheryl)
4. [Integrated Educational Planning Manual \(IEMP\)](#) – draft
 - IEMP and IEMP matrix, if there is time
5. Administrative Unit Outcomes (AUO's)

Minutes

1. IPC ASSESSMENT, REFLECTION, & RECOMMENDED REMEDIAL ACTIONS

- presented to the committee
 - revised a few and removed unnecessary categories in table
 - removed "Institutional Activities" and "Research Activities" categories
 - reworded "Draft Strategic Plan" to "Strategic Plan" under 'Documents Produced' category
 - added "None" under 'Programs Reviewed' category
 - under the 'Narrative of Activities/Accomplishments' section
 - added "Many meetings were dedicated to the Strategic Plan as it was the first one"
 - changed "2015-2018" to "2016-2018"
 - removed the 'Unresolved Issues' section
 - removed roman numerical in front of the 'Reflections' section
 - edited the first paragraph to accept the following revisions
 - "The IPC membership had increased in number 2 years ago to include the directors under the Vice President of Administration because the previous VP Admin fell ill and was not able to serve on the IPC"
 - "The high number of regular meetings missed (8 in total) was due to IPC's inability to obtain a quorum at several meetings"
 - removed the last sentence of the first paragraph of this section

- edited the second paragraph to accept the following revisions
 - "Overall, a total number of 18 out of 26 meetings were held."
- edited third paragraph to accept the following revisions
 - "The Site will be updated once there is a secretary who has editorial privileges"
- removed roman numerical in front of the last section 'Remedial Actions'
 - added
 - "The quorum should be reduced"
 - "Should elect a secretary"
- moved to approve
- unanimously approved as projected on screen with changes etc.

2. APPROVAL OF JANUARY 21, 2016 MINUTES

- presented to the committee
- moved to approve
- unanimously approved without changes

3. ADMINISTRATION UNIT PROGRAM REVIEW TEMPLATE – DRAFT

- presented to the committee
 - discussed, briefly, the parts of the proposed "Administrative Unit Program Review" template
 - suggested changing a few headings
- tabled, as agreed upon, for further review

4. INTEGRATED PLANNING MANUAL - DRAFT

- introduced to the committee
- agreed to comment on the document before Tuesday (2 Feb. 2016) @5PM

5. ADMINISTRATIVE UNIT OUTCOMES & ESSENTIAL FUNCTIONS – SPREADSHEET DRAFT

- discussed progress on phrases being worded and or re-worded
- tabled, as agreed upon, for next IPC regular meeting

Meeting adjourned @ 12:15 PM

Next Meeting

Next Regular Meeting, Wednesday February 10th at 11am in the Board of Regents Conference Room.

Future Agenda Items

1. Administration Unit Program Review Template – draft
2. Integrated Planning Manual – draft
3. Administrative Unit Outcomes & Essential Functions – spreadsheet draft

Scribe,

Wilbert Alik
Recording Secretary