

# IPC Meeting Minutes

## February 10, 2016

### Members Present

Biama Samson  
Cheryl Vila  
Don Hess

Marilyn Harry  
Mary Van Auken  
Rachel Salomon

Ruth Abbott  
Wilbert Alik  
William Reiher

**The meeting was called to order @ 11:17 AM**

### Agenda Items

1. Administrative Unit Outcomes & Essential Functions – spreadsheet draft
2. Special meeting

### Minutes

#### 1. ADMINISTRATIVE UNIT OUTCOMES (AUO's) & ESSENTIAL FUNCTIONS – spreadsheet draft

- presented AUO's for the Departments of Student Services, Human Resources, Institutional Research & Assessment, Information Technology (IT), and Physical Plant
  - Student Services
    - Upon successful completion of services rendered, students will be able to:
      - find and use campus resources to complete educational and career goals (ILO 1)
      - use leadership skills and be civically active (ILO 3)
      - make healthy decisions and life choices to balance life and school (ILO 5)
  - Human Resources
    - Upon successful completion of services rendered, the student will be able to:
      - commence classes at the start of the semester with quality teaching faculty and staff (need ILO linkages)
      - experience a positive learning environment supported by student-focused employees (need ILO linkages)
      - receive a high standard of service by staff and faculty committed to improving their skills (need ILO linkages)
  - Institutional Research & Assessment
    - Upon successful completion of services rendered, student will be able to:
      - securely and effectively use the iNavigator Student Information System and other student related information systems (ILO 1, ILO 4)
      - have access to complete and up to date college information through the college official online sites and published reports (ILO 1, ILO 4, ILO 5)
      - access Title IV funds and other grants by ensuring that accurate and timely institutional data are submitted for mandatory reports (need ILO linkages)
      - experience quality instruction and services brought about by data driven assessments and program reviews (need ILO linkages)
  - Information Technology

Upon successful completion of services rendered, the student will be able to:

- access a reliable and up to date computing experience (need ILO linkages)
- sustainably access a secure and robust network and infrastructure (need ILO linkages)
- experience high quality instruction by providing instructional technology infrastructure and support (need ILO linkages)

- Physical Plant

Upon successful completion of services rendered, the student will be able to:

- have continuous access to a safe, aesthetic, comfortable and hygienic living and learning environment (need ILO linkages)

- moved to approve
- unanimously approved as projected on screen with changes

## 2. SPECIAL MEETING

- The committee agreed to hold a special meeting on Tuesday (16 February 2016) 10 am in the Board of Regents' Conference Room

**Meeting adjourned @ 12:11 PM**

## Next Meeting

1. Next *Special* Meeting, Tuesday February 16th 10am at the Board of Regents' Conference Room
2. Next *Regular* Meeting, Wednesday February 24th 11am in the Board of Regents' Conference Room

## Future Agenda Items

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

Scribe,  
Wilbert Alik  
Recording Secretary