

# IPC Special Meeting Minutes

## January 21, 2016

### Members Present

Cheryl Vila  
Don Hess  
Mary Van Auken

Rachel Salomon  
Ruth Abbott  
Stevenson Kotton

Terry Hazzard  
Wilbert Alik  
William Reiher

**The meeting was called to order @ 14:19 PM**

### Agenda Items

1. IPC Assessment, Reflection, & Recommended Remedial Actions
2. Strategic Plan final document
3. Program Review template (Admin and Academic)
4. Integrated planning manual draft
5. Discussion and approval of some departmental AUOs if there is time

### Minutes

#### 1. IPC ASSESSMENT, REFLECTION, & RECOMMENDED REMEDIAL ACTIONS

- presented to the committee
  - agreed to separate *regular* meetings from *special* meetings
  - revised a few and added new categories
    - changed “Processes Developed” to “Processes & Procedures Developed”
    - changed “Processes & Procedures Policies Reviewed/Recommended” to “Processes & Procedures Reviewed”
      - “AUO’s for some Admin units” was added under this category
    - added “IEMP (for Integrated Educational Master Plan)”
      - “Administration Unit program Reviews” was added under this category
      - “Approval of Administrative AUO’s” was added under this category
      - “Prioritization matrix” was added under this category
    - added and revised the following items under “Documents Produced”
      - “Administrative Unit program review guidelines” was added
      - “RSA for SY 14-15” was added
      - “Institutional Self-Evaluation...” was changed to “IPC portion of Institutional Self-Evaluation for ACCJC”
    - archived a separate category for “Academic Initiatives Received & Reviewed” in a separate template
  - agreed to repost/reshare the current report for IPC members to review one last time before finalizing it

## **2. STRATEGIC PLAN – FINAL DOCUMENT**

- skimmed, quickly, through to observe new ‘look’ of Strategic Plan with cover page, photos, etc
- First CMI Strategic Plan content complete
- **SPECIAL NOTE:** *Congratulations, IPC Chairman William Reiher and all IPC members!*

## **3. PROGRAM REVIEW TEMPLATE (ADMIN & ACADEMIC)**

- presented to the committee
  - changed, as agreed upon, the timeframe from 2013 to 2018 to 2013-2015
  - used, as agreed upon, to use “Dates covered” as opposed to “FY” or “SY” or “CY” etc
- tabled, as agreed upon, to gather information and find a way forward to come up with a more usable, consistent template
  - quick notes
    - update guidelines & essential functions
      - get a list of Essential Functions to make them become “Activities” under each AUO’s
    - approve AUO’s for departments
    - program reviews done will continue to completion using whichever template they started on
    - template will be agreed upon before next set of program reviews are due

## **4. INTEGRATED PLANNING MANUAL – DRAFT**

- tabled for next IPC regular meeting

## **5. APPROVAL OF DEPARTMENTAL AUO’S**

- discussed briefly in #3

**Meeting adjourned @ 15:08 PM**

## **Next Meeting**

Next Regular Meeting, Wednesday January 27th at 11am in the Board of Regents Conference Room.

## **Future Agenda Items**

1. Program Review Template
  - a. Update guidelines & essential functions
  - b. Approval of AUO’s for departments
    - i. AUO’s from Rachel
  - c. program reviews done will continue to completion using whichever template they started on
  - d. template will be agreed upon before next set of program reviews are due
2. Integrated Planning Manual - Draft
3. Priority Matrix: Strategic Plan Activities
  - a. IR Director to help explain scores and weights

Scribe,  
Wilbert Alik  
Recording Secretary