

# IPC Meeting Minutes

## June 8, 2016

### Members Present

Cheryl Vila  
Marilyn Harry  
Rachel Salomon

Ruth Abbott  
Stanley Lorennij  
Stevenson Kotton

Wilbert Alik  
William Reiher

### Guests

Victor Garcia - web administrator  
Derrick O'Brien - UH-Hilo Intern

### The meeting was called to order @ 11:15 AM

### Agenda Items

1. Demonstration of Strategic Plan monitoring system by Victor Garcia
2. College-Wide Action Plan & Committee Assessment Report (due August 1st)
  - a. Process and Timeline
3. May 25, 2016 Minutes
4. Administrative Unit Outcomes (AUOs) sorted alphabetically
  - Admission\_AUOs
  - AthleticRecreationFitness\_AUOs
  - Clinic\_AUOs
  - CounselingTRACC\_AUOs
  - FinancialAidOffice\_AUOs
  - HumanResources\_AUOs
  - InformationTechnology\_AUOs
  - InstitutionalResearch\_Mission&AUOs
  - PhysicalPlant\_AUOs
  - Registrar\_AUOs
  - ResidentialLife\_AUOs
  - SafetySecurity\_AUOs
  - SCSD\_AUOs
5. Prioritization (of Program Reviews [PRs] & Program Review Reports [PRRs] from CAC)
  - CAC-accepted PRs sorted alphabetically
    - AcademicSupportProgram\_ProgramReview
    - AccountingClerkship\_ProgramReview
    - LiberalArts\_ProgramReview
    - Library\_ProgramReview
  - CAC-accepted PRRs sorted alphabetically
    - Carpentry\_ProgramReviewReport
    - Education\_ProgramReviewReport
    - MariTime\_ProgramReviewReport (initial report)
6. Program Review from Student Services (if time permits)
  - Counseling&TRACC\_ProgramReview

### Minutes

1. **DEMONSTRATION OF STRATEGIC PLAN MONITORING SYSTEM**
  - presented to the committee

- Web Administrator demonstrated steps to access and input data in the online monitoring system
  - strategicplan.cmi.edu
  - click “Sign up”
  - provide work credentials (position title, email address, etc)
  - hit “Submit”
  - click “My Activities” on top, right-hand corner
  - click “Update progress”
    - a. upload attachment/evidence (can be more than one file at a time)
    - b. change percent rate to reflect progress report of that particular activity
    - c. provide description in the “Description” field
    - d. hit “Submit”
- agreed on the following
  - for activities that require multiple positions, the Goal Leader will be in charge of discussing the progress percent rate with other responsible positions in deciding the percent rate
  - for type of reports, IPC needs to let Institutional Research (IR) know what types of reports are needed from the raw data collection monitoring system

## **2. COLLEGE-WIDE ACTION PLAN & COMMITTEE ASSESSMENT REPORT**

- presented to the committee
  - important dates to consider for the development of the college-wide action plan
    - March 30 Draft Internal Budget
    - January 30 Prioritized list from IPC with Department Budget Operations
    - December to January 30 Rank prioritized list and select
  - process of bringing academic initiatives
    - Chair of CAC to bring to IPC
      - a. CAC-accepted program reviews for prioritization, which implies cost with proposal from matrix
      - b. activity fact-sheet for their Initiatives
    - designated Department
      - a. activity fact-sheet into Program Review
      - b. build activity fact-sheets
  - mission review process modification
    - approved

## **3. APPROVAL OF MAY 25, 2016 MINUTES**

- presented to the committee
- moved to approve
- unanimously approved without changes as projected on screen

## **4. SPECIAL MEETING**

- Committee members agreed to hold a special meeting on Wednesday, June 15, 2016 @11am up in the Board of Regents' conference room. The special is assumed to be held longer.

## Meeting adjourned @ 12:45 PM

### Next Meeting

1. Next *Special* Meeting, Wednesday June 15th 11am in the Board of Regents' Conference Room
2. Next *Regular* Meeting, Wednesday June 22nd 11am in the Board of Regents' Conference Room

### Future Agenda Items

1. Administrative Unit Outcomes (AUOs) sorted alphabetically
 

- Admission_AUOs	- InstitutionalResearch_Mission&AUOs
- AthleticRecreationFitness_AUOs	- PhysicalPlant_AUOs
- Clinic_AUOs	- Registrar_AUOs
- CounselingTRACC_AUOs	- ResidentialLife_AUOs
- FinancialAidOffice_AUOs	- SafetySecurity_AUOs
- HumanResources_AUOs	- SCSD_AUOs
- InformationTechnology_AUOs	
  
2. Prioritization (of Program Reviews [PRs] & Program Review Reports [PRRs] from CAC)
 

CAC-accepted PRs sorted alphabetically	CAC-accepted PRRs sorted alphabetically
- AcademicSupportProgram_ProgramReview	- Carpentry_ProgramReviewReport
- AccountingClerkship_ProgramReview	- Education_ProgramReviewReport
- LiberalArts_ProgramReview	- MariTime_ProgramReviewReport (initial report)
- Library_ProgramReview	
  
3. Program Review from Student Services (if time permits)
 

- Counseling&TRACC_ProgramReview	- Registrar_Program Review
- Financial Aid_Program Review	- Nurse-Health Clinic_Program Review
- Admissions & Records	- Security & Safety
- Athletics_Program Review	

Scribe,  
 Wilbert Alik  
 Recording Secretary