

**ACADEMIC COUNCIL**  
**Janice Tomson's House**  
**July 5, 2005**  
**1:30-3:30 p.m.**

**MEETING NOTES**

**Members Present:**

Phyllis Arias  
Bonnie Blackman  
Lorraine Blouin  
Art Byrd  
Lee Douglas  
E. Jan Kehoe  
Pauline Merry  
David Morse  
Eloy Oakley  
Irma Ramos  
DeWayne Schaffer  
Sigrid Sexton  
Janice Tomson  
Fred Trapp  
Linda Umbdenstock  
**Note taker:** Marisa Perez

**1. Call to Order**

**2. Approval of Minutes:**     **May 10, 2005**             Minutes approved

**3. Thinking Creatively about the Structure of Planning to Improve its Effectiveness**

- Janice stated that AQSESS was frustrated and that the communication/structure between IPC and AQSESS needed to be improved.
- David asked if IPC received regular reports from AQSESS. This information may not be relayed to the committee.
- Bonnie stated that AQSESS was late on getting reports to IPC in the past.
- Linda stated that with the calendar change there were attempts to communicate but also coordination problems and asked when the most opportune time was for AQSESS to report to IPC & SDPC. AQSESS was now clear about providing information, not recommendations.

- Eloy asked if there was specific information that AQSESS will be bringing to IPC.
- Phyllis stated that the Student Equity Plan was being reported on by AQSESS.
- Janice went over new AQSESS charge 3.
- Bonnie asked where AQSESS recommendations came from and where the Student Equity Plan recommendations went.
- Art asked if any of SDPC priorities addressed the recommendations from AQSESS.
- Bonnie stated that the charting of this needs to be clear; AQSESS does not need to be making recommendations; if IPC is not doing anything with these recommendations, then this needs to be resolved.
- Lee stated that there needed to be more specificity to IPC to address specifically the Student Equity Plan.
- Bonnie stated that IPC needs to have input on the Student Equity Plan.
- Dewayne asked what AQSESS composition was.
- Fred asked if there was separate recommendation making from AQSESS. This needs to be moved to SDPC and IPC. An idealized planning cycle would include AQSESS speaking in the fall. Fred then asked how early this would need to be done.
- Janice stated that IPC does not have the time to chew on AQSESS recommendations; this is why AQSESS's recommendations have fallen out.
- Fred asked if IPC's agenda could be limited next year.
- Linda stated that cross-cutting issues should be the focus of IPC. For example, Schools are a major source of input on issues such as Basic Skills, SLOs, and student equity.
- Phyllis stated that department plans do address some student development programs.
- David stated that the problem is that departments do not know what to do with these plans and what they are supposed to be.
- Phyllis stated that department heads need to be more integrated into the planning process.
- Dr. Kehoe stated that the planning process needs to be more hands-on.
- Linda stated that these are separate activities and there is a lack of integration. They are very busy working on individual activities.
- David suggested two separate forms that do not have to be rewritten every year.
- Bonnie stated that there was a problem filling out the form and asked how this form could be improved,
- Janice stated that IPC's work was overwhelming and questioned how they can deal with all this information. She also stated that the reports come in different formats and that the plans are not uniform.
- David stated that the school plans are generalized – no details are included.
- Bonnie asked if there was some general direction in the plans.
- David suggested talking to the deans and suggested a summary attached to the plans. He also suggested making the plans more useful.
- Eloy stated that IPC needs to figure out its direction.

- Linda asked what we wanted from IPC. She asked if we want them to identify trends/issues that direct resources across campus.
- Bonnie stated that IPC does a lot of busy work.
- Eloy stated that we needed more immediate results from IPC.
- Dr. Kehoe stated that department heads should voice what they need at one time. She asked what the general trends were across the college.
- Phyllis stated that the department plans are broken down into categories and that there needs to be discussion on this.
- Eloy stated that we need to give IPC more time to focus.
- Janice stated that they meet two times per month for planning committees.
- David stated that two times per month with no structural solutions would not be beneficial – “someone would get hurt.”
- Linda stated that schools do program reviews and that a 3-year time period could be helpful.
- Dr. Kehoe stated that IPC wasn’t functional in its current form and that better plans were needed. She suggested breaking IPC into smaller subcommittees so more could be done. She then asked if this was a possibility.
- David stated smaller groups with clear goals would be welcome even if this required more time.
- Dr. Kehoe suggested that we could even do this on the student development side and change AQSESS to a staffing committee. This could be better defined and the feeder of information.
- Phyllis stated that in addition to the school plans, we should develop a second document to synthesize each schools’ vision and priorities. She also asked what IPC really needs so they can do their work.
- Dr. Kehoe stated that we need to verify if there has been dialogue.
- Bonnie stated that the template for school plans was connected to department plans.
- Dr. Kehoe asked about department specific goals.
- Art asked about the communication among AQSESS, IPC, and SDPC. He stated that we needed to ensure that there are checks and balances and that the recommendations are being considered. He also asked how they could be better incorporated.
- Lee stated that we needed to add a charge to IPC and SDPC about reviewing the Student Equity Plan and making recommendations.
- Janice asked how we could get the general information and the specific information that is needed.
- Bonnie suggested a much more spelled out process for the deans.
- Fred suggested a training/orientation for the deans during one of their meetings.
- Eloy stated that they will need more time for longer needs.
- Fred suggested that a 3-year period would give the departments more time.
- Dr. Kehoe asked about an update vs. program plan and operational needs.
- Eloy stated that the budget needs to be developed first and asked how to manage IPC.
- Linda stated that the Education Master Plan is due in the fall.

- Pauline asked about the task for the planning committees and if the committee's task was to whittle down these goals and strategies to EMPC. She also suggested that we needed a clear product for the planning committees.
- Linda asked when this synthesis should happen. She also asked what form of communication should be going on across groups.
- Janice stated that the technology forum was the only one that worked.
- Linda asked where the Student Equity Plan gets talked about and when.
- Fred stated that IPC could orchestrate a forum. In the fall, we could think institutionally and in the spring more specific.
- Bonnie suggested that IPC could brainstorm strategies.
- David stated that mixing people together would be good, but asked what would have to go back to the departments.
- Art asked how to tap into the experience to get the strategies. He asked what worked and what didn't work. He suggested that we set up a structure to make this happen.
- David asked if brainstorming in the fall forums would meet the Master Plan needs.
- Janice suggested a work group off of EMPC (4 to 5 people) and they could organize forums.

## Summary

1. AQSESS will make recommendations to/from IPC and SDPC.
2. Steering committee with SDPC, IPC, and AQSESS co-chairs will be created; will share information, resources, and strategies for school/area plans to align ed master planning and departmental planning; will check for usefulness of forms.
3. IPC will break into smaller groups. Will need a summary form from Deans. Synthesize each of these Education Master Plan areas. Separate forms – separate short-term needs from long-term directions. Also will need consistency across planning committees.
4. Change SDPC and IPC to add Student Equity Plan charge.