



**JOINT MEETING: INSTITUTIONAL EFFECTIVENESS AND PLANNING AND BUDGET COMMITTEES  
MINUTES**

**March 26, 2013 3:30 pm – 4:30 pm- Rm. 3142 & NCC 1015**

**Committee Members:**

X	B. Anderson	X	S. Hill	X	A. Merzon*	X	P. Rose*	X	S. Swanstrom
X	K. Bontenbal	X	J. Hoffman			X	T. Sommer*	X	D. Wulff
X	R. Camarillo	X	M. Korisheli	X	P. Peachey		M. Stengel		Guests:
	B. Clark	X	E. McDonald	X	N. Pina	X	J. Stokes		
	T. Frederick	X	S. McLaughlin		T. Reece		G. Stork		
X	Greg Baxley		Jenn Martin		Cande Munoz	X	Sally Demarest		
X	Ryan Cartnal		Bob Miller	X	Bill Demarest		Robert Schwennicke		

\*Co-Chairs

**Joint Committee Initiatives:**

ACCJC Standard(s)	In Progress	Status	
III.D.1.a,4, I.B	X		1. Complete and assess the improved Integrated Planning Process and Calendar: (Integrated Planning Manual)
III.D.1	X		2. Facilitate the assessment of Institutional Effectiveness starting January 2013 through Spring 2013. (Strategic Plan 3.1)
I.B	X		3. Make recommendations to responsible parties for areas of improvement based upon institutional assessment data.
I.B	X		4. Support the Integrated Planning Process by: <ul style="list-style-type: none"> <li>a. Working with the Planning and Budget Committee to develop a task force charged with gathering district-wide feedback to assess the district’s planning processes.</li> <li>b. Reviewing the Planning Process Assessment Report in a joint meeting with the Planning and Budget Committee.</li> <li>c. Collaborating with the Strategic Planning Committee to analyze the progress report on the Action Steps and assessments of the Operational Plans in terms of their effectiveness in moving the district towards achievement of the Institutional Goals.</li> <li>d. Collaborating with the Strategic Planning Committee to edit or augment Action Steps for the 2013-2014 academic year as needed based upon assessment of the outcomes of work done in the 2012-2013 academic year.</li> <li>e. Reviewing the draft Progress Report on San Luis Obispo County Community College District Strategic Plan and suggest changes if warranted.</li> </ul>

1, 2, 3,4	X		5. Effectively participate in and assess the long term fiscal planning process and the implementation of the Long Term Fiscal Plan in Spring 2013.(Strategic Plan Goal 4) (Long Term Fiscal Plan) (Long Term Budget Reduction Plan(2013-2017)
1, 2, 3,4	X		6. Review the District's fiscal Board policies in Spring 2013.
4	X		7. Assess progress on Accreditation Self-Study Planning Agendas to be completed by May 2013.

AGENDA ITEMS - DOCUMENTS	WHO	INTENT	NOTES
<b>1. Approval of agenda</b>	All	A	The only item to be discussed were the results of the Spring 2013 Institutional Planning Process Survey. The online survey was developed by an ad-hoc team of Sandee McLaughlin, Deb Wulff, Bret Clark, Ryan Cartnal, and Greg Baxley. It was available to members of IEC, P&B, College Council, Enrollment Management, Strategic Planning, Technology, IPPR, and Academic Senate Council during the month of March, 2013. The results of the survey were distributed at the meeting
<b>2. Discussion of survey results</b>	All	A	The data for each survey question response was discussed, and action items were developed. A list of ten action items was created, and is attached at the end of this document. The action items will be forwarded to the P&B, IEC, and IPPR Committees, and Cabinet.

### PLANNING & BUDGET WEBSITE

Recommendations developed from evaluating the data collected in the 2013 Assessing Institutional Planning Process Survey:

1. The IEC will conduct an evaluation of resources available for institutional and assessment research within the Institutional Research Office in comparison to similar sized colleges. (Q 4, 5, 6)
2. The VPs and the President will collaborate to draft a plan for evaluating and correcting any inaccuracies in data generated by Banner and MIS. (Q 6)
3. The IEC will propose to the IPPR committee a dashboard of data that will be incorporated into the CPPR/APPW template, including prompts for specific data elements. (Q 6&9)
4. The IPPR Committee will investigate including hyperlinks to specific documents (mission, Ed MP) in the text prompts of the IPPR (Q 6&9).
5. The District Safety Coordinator will prepare a report for P&B regarding plans for improving campus safety (Q 13)

6. The VPAA will conduct a governance workshop in fall 2013, providing details about the governance manual and decision-making process. The workshop will emphasize the roles of committee members, especially in regards to improving communication. (Q 15, 16)
7. The VPs will develop a process for updating the cluster unit plans and planning and budget rubrics and worksheets to include changes to the IPPR template. (Q 26)
8. P&B will investigate options for campus-wide training for budget development. (Q 29, 30)
9. IEC and P&B will develop a rubric for determining institutional resource allocation needs apart from those reported in individual cluster unit plans. (Q 29, 30)
10. The ad-hoc group will evaluate the need for a follow-up survey that may include questions about the effectiveness and volume of communications regarding planning and accreditation and a determination of the importance of the comments collected on the original survey. (Q 26)