

## Executive Committee for IP3, Meeting Minutes

December 3, 2002, 3 p.m., Board Room



### **CALL TO ORDER**

#### **CORRECTED MINUTES**

Dr. DeGrado called the meeting to order at 3:05 p.m. The following individuals were in attendance: Patricia Carl, D. DeGrado, John Frye, Kevin Kennedy, Kay Langston, Sandra Napoli-D'Arco, Doug Olson, Mike Pendola, Rosetta Polizzotto, James Reynolds, Joseph Tidei, Brenda Watkins, Robert Wilson.

Absent: Patrick Creedon      Guest: Michael Caronti.

#### **APPROVAL OF MINUTES**

The IP3 meeting minutes of November 7, 2002 were approved.

#### **PRIORITIZATION AND REWORDING OF INSTITUTIONAL OBJECTIVES**

Dr. DeGrado had provided the Executive Committee with a list of the prioritized objectives by subcommittee. He began the discussion by reviewing them with the committee. J. Frye asked if the Executive Committee is supposed to identify measurable objectives. S. D'Arco stated that it might be difficult to measure some of the objectives since the committee has not determined exactly what is to be measured. J. Frye suggested reducing the number of prioritized objectives. The list currently has 14 objectives.

R. Polizzotto stated that objectives 2 and 3 under Communications could be combined. Her subcommittee would prefer to see numbers 1 and 4 remain separate. She said their objectives could be met by further defining how they plan to work towards each one. Some activities can be planned and used as a way to measure how well they are meeting their objectives.

Dr. DeGrado asked if the committee members agree that all number 1 objectives should remain as the priorities. K. Langston said for her Program Quality Subcommittee that number 3 should be moved up to 1, therefore their current number 1 objective would become number 2 and 2 would become 3.

Discussion followed about rewording priority 1 under Enrollment. The committee decided on the following new wording: “Enhance research capabilities to develop comprehensive assessment programs and provide a basis for making institutional decisions based on data.” K. Kennedy added that some objectives may not be measurable, especially those with broad goals. D. Olson said working on the research capabilities of the college is an important objective. Dr. DeGrado stated that at this point the committee is looking to find the direction in which the institution should be headed and that research and assessment can provide data to help set future direction. Dr. DeGrado said setting a baseline is an important part of the process. D. Olson raised the issue of whether the true purpose is to enhance institutional research to develop comprehensive assessment or

expanded enrollment. He asked if the intention would be that once an assessment plan is in place, would the enhanced research capabilities no longer be needed? B. Watkins said that the committee might need to decide on the focus of the new combined number one objective under Enrollment. J. Reynolds added that from a finance point of view the budget will need to be tied into the objectives. P. Carl mentioned that objectives under Human Development are to serve more as a supportive function. She sees the objectives under Communications the same way, as supportive. M. Pendola did not agree with P. Carl's statement about the role of Communications objectives. Quite often there is discussion about how the overall communication on campus needs to be improved. He strongly thinks Communications objectives should be emphasized as important. J. Frye agreed that building staff and improved communications are critical elements. B. Watkins said she agrees with R. Polizzotto that 2 and 3 should be combined, under Communications. J. Reynolds suggested deleting the word internal from their first objective. K. Kennedy suggested using the word trust instead of relationships. The new objective will be: "Develop and implement communication processes that foster cohesiveness and build trust among Triton College stakeholders." The committee decided that this would be priority 2.

J. Reynolds suggested that the Human Development objectives be reduced from 3 to 1 and Communications be reduced from 4 to 2. He suggested the following wording for a new Human Development objective: "Provide personal and professional development for students and all employees with recognition for excellence and performance." S. D'Arco suggested the following instead: "Provide personal and professional development for all employees and recognition programs for excellence and performance." The committee decided that this would be priority 3. D. Olson stated that human development is what Triton College does best. Currently the objectives under Human Development are narrowed to employees. It should be comprehensive to include the Triton community. J. Frye said perhaps there should be 2 under this category, one for employees and one for staff. K. Langston said we are doing human development but we should be very direct about how it impacts students.

Enrollment objectives and the use of the word enrollment in all objectives was discussed at length. R. Wilson stressed that students are the lifeblood of Triton College so enrollment and retention should be the key objective. He suggested the following be the number one objective under enrollment: "Increase institutional enrolled hours by 5.5%, Fall 2004 vs. Fall 2003, as measured by the 10<sup>th</sup> Day Report." It was decided that this would become the new priority 1 objective. R. Wilson said that the committee can look at developing a methodology for program assessment. Programs can then be measured for cost effectiveness and be reviewed quantitatively as well. K. Langston suggested that an activity be set up that will relate directly to the Research Office and fall under the new #1 objective under Enrollment.

Discussion followed about how to change another objective under Program Quality. R. Wilson suggested the following new wording: "Create or improve programs and services that maintain or enhance an environment of excellence." The committee decided that this would be priority 5.

The objectives and their order were then read as follows:

- Priority #1: Increase institutional enrolled hours by 5.5%, Fall 2004 vs. Fall 2003, as measured by the 10<sup>th</sup> Day Report.
- Priority #2: Enhance research capabilities to develop comprehensive assessment programs and provide a basis for making institutional decisions based on data.
- Priority #3: Develop and implement communication processes that foster cohesiveness and build trust among Triton College stakeholders.
- Priority #4: Provide personal and professional development for all employees and recognition programs for excellent performance.
- Priority #5: Create or improve programs and services that maintain or enhance an environment of excellence.

For clarification and to allow for committee review, it was decided that the refined list of objectives would be e-mailed to the Executive Committee members on Wednesday, December 4.

#### **NEXT MEETING DATE**

Dr. De Grado tabled agenda item III, to review the Institutional Planning Budget Timelines and other aspects of the budgeting process, for the next meeting. It was decided the next IP3 meeting would be held on Tuesday, December 10, at 8:30 a.m. in the Board Room

#### **ADJOURNMENT**

D. DeGrado adjourned the meeting at 6 p.m.