



## **IP3 Executive Committee to the President for Institutional Planning**

August 21, 2003  
Board Room

### **MINUTES**

Members present: Edmund Brackett, Bob Burnson, Patty Carl, De DeGrado, John Frye, Kevin Kennedy, Kay Langston, Rosetta Polizzotto, Jim Reynolds,.

Members absent: Mike Pendola, Joe Tidei and Doug Olson

De DeGrado, Chairperson of the Executive Committee to the President for Institutional Planning, called the meeting to order at 2:05 PM.

#### **Approval of Minutes**

A motion was made by Bob Burnson to approve the minutes of June 18, 2003, seconded by John Frye, voice vote carried the motion unanimously.

#### **Executive Committee Chair - Transition**

De DeGrado announced President Granados' appointment of Edmund Brackett to chair the Executive Committee to the President for Institutional Planning. De DeGrado turned the meeting over to Edmund Brackett.

#### **Planning Process Document**

Edmund Brackett is in the process of reviewing and revising the document. Distribution venues (i.e. e-mail) were discussed. Edmund stated that this is a slow, but steady, process.

#### **Time Lines**

Edmund Brackett distributed the Three-Year Institutional Planning (IP3) Timeline to the Committee. The Timeline was developed with input from Computer Information Systems and Business Services. An update on the progress of hiring the Director of

Research and Assessment was shared with the Committee. Due to the assessment portion of this position, this person will play an integral part in the IP3 process.

### **Priorities and Objectives College Hour Review**

Edmund Brackett referred to the Timeline and highlighted the September 18<sup>th</sup> College Hour designed to inform the campus community of FY05 Priorities and Objectives. He hopes to develop more effective methods to gather input and provide feedback. J. Ellis suggested that some mechanism be implemented, possibly through the website, to initiate feedback to the Executive Committee. The basis for conducting a College Hour is to gather input, and this should include all on-campus groups, and then disseminate the findings campus-wide.

In wrapping up fiscal year '04, one of the mandates is to share and disseminate information on campus, assessing the process in a more formal mode. This will be an assignment for the new Research position. Discussion occurred regarding changing the current College Hour location, in hope of attracting more individuals.

### **Non-Participating Groups**

Discussion occurred regarding non-participating groups, i.e. adjunct faculty, hourlies, etc. The intent of IP3 is to gather and disseminate information to all constituents and stakeholders. Edmund Brackett stated that one of the long-term goals is to develop and improve the over-all process, which would leave more time to engage more substantial issues that could bring in extra monies. Discussion occurred as to the most effective process for gathering and disseminating information to all campus groups. Edmund Brackett raised a concern regarding how to approach the non-academic employees, i.e. Business side. Kevin Kennedy replied that the non-faculty and non-academic groups would be notified in the same manner as faculty and administrators, through their regular staff meetings. Kevin Kennedy noted that a vehicle is needed to submit suggestions.

Previously, administration and faculty views were used as they have a perception of objectives and goals. Edmund Brackett suggested that the Executive Committee be more pro-active in their role in outreach. The Priority Chairs will meet to discuss and develop a consistent response to individuals submitting initiatives and suggestions.

The Committee discussed altering the process so individuals could submit pre-proposals initially before much time and effort was spent on complete submissions. This would allow time for input from the Deans and Priority Committees prior to full submission. Kay Langston suggested following the Grants Office submission process.

Discussion occurred as to revising the Timeline to include a pre-proposal submission. Bob Burnson and Kevin Kennedy suggested leaving the timeline as is currently. Edmund Brackett was in favor of developing a pre-proposal form and this can be accomplished in June 2004. The group was in favor of this approach, provided individuals still had a vehicle to submit suggestions and ideas. The Timeline will be logistically the same as

last year. Edmund Brackett suggested that the Committee work collectively, as action must occur to reach un-represented groups. Organizational structure and in-service days for Mid-Managers and Classified personnel were two venues that were suggested to disseminate information.

De DeGrado thanked everyone for a fulfilling year and stated that the Executive Committee is a “Professional dedicated group.”

### **IP3 Meeting Dates and Times**

College Hour will occur on September 18, 2003, to discuss proposals with objectives, and is currently scheduled in L-141, but may change to accommodate more people.

Edmund suggested that the Executive Committee collect and share information at the next meeting, which will be on October 1, 2003 at 2:00 p.m., in the Board Room.

### **Other**

None

### **Adjournment**

Edmund Brackett adjourned the meeting at 4:03 p.m.

Submitted by: Susan Misasi Maratto