IP3 Executive Committee to the President for Institutional Planning

October 1, 2003
Board Room

MINUTES

Members present: Edmund Brackett, Bob Burnson, Patty Carl, John Frye, Kevin Kennedy, Kay Langston, Doug Olson, Mike Pendola and Brenda Jones Watkins

Members absent: Angel Banks, Rosetta Polizzotto, Jim Reynolds and Joe Tidei

Agendee(s):   Bruce Scism

Visitors(s):   Edmund Forst and Carol Marshall

1. Call to Order
E. Brackett, Chairperson of the Executive Committee to the President for Institutional Planning, called the meeting to order at 2:10 p.m.

2. New Executive Committee Member
E. Brackett noted that A. Banks, President of TCSA, (not in attendance), is the newest member of the IP3 Executive Committee.

3. Approval of Minutes

A motion was made by J. Frye to approve the minutes of August 21, 2003, seconded by B. Burnson; voice vote carried the motion unanimously.

4. Status Report: Initiative One
B. Scism noted that C. Marshall and R. Kalus have made good progress in terms of the marketing information pertaining to the delivery and cost analysis of programs   B. Scism distributed a handout, titled, 'Recommendation: Email' and recommended implementing a software program as an alternative mode for marketing called 'Direct Email'. The College would own the software, which could be tailored to our needs and would be available to everyone on campus. B. Scism reviewed the email process and plans to test market and monitor various groups on and off-campus. Submitters are responsible for the information submitted, which would then be filtered through Creative Services for

formatting, graphics, etc. A survey could be provided for what information the students are looking for so as not to inundate them with bulk e-mail. J. Frye raised a concern regarding timeframe from submission to completion. B. Scism addressed J. Frye's concern that the email process would be more efficient thus would eliminate the bottleneck effect when utilizing Marketing for distribution. This mode of marketing would be advantageous for many areas. E. Forst concurred with moving toward this direction, as it is more versatile and could be utilized with the alternative learning process. The website would be open-ended and versatile to give the students the opportunity for questions and answers. K. Langston suggested that paper copies not be eliminated that might aid in addressing the needs of the people of the district. C. Marshall added that instruction in different languages could be accessed through the website, which would be tailored to address Triton's diverse community. B. Scism noted that there is a definite benefit for institutional support of this software, as this software would support the institution.

C. Marshall reminded the Committee of the upcoming President's Reception on Wednesday, October 8th.

5. Status Report: Initiative Two

E. Brackett apprised the Committee to the status of hiring the Director of Research and Assessment. The Search Committee has presented four candidates to the President, which three have been interviewed, to date. The President plans to submit a recommendation to the Board of Trustees at the October 21st meeting. E. Brackett is anticipating the hiring of the new director, as a portion of this person's responsibility would be to censor and assess the IP3 process and deliver feedback to the College.

6. Discussion & Approval of IP3 Planning Document

E. Brackett requested the Committee to review the document for approval. The revisions to the document are: 1) the number of faculty members has been changed from one to two; 2) the chairperson of the Academic Senate is automatically a member of the IP3 Executive Committee and 3) the second faculty member would be from the alternate area of the College (i.e. if the Senate chairperson were from the Arts & Sciences area, the second faculty member would be from the Career area and vice versa) E. Brackett sees this document as a working document and could be revised at any time to accommodate the needs of the College. The Timeline, which now include the twelve recommendations that went to the President from the last meeting, would be adjusted and amended annually. A working template will be available on-line for ideas. The website process was reviewed. The proposals are to be submitted through the immediate supervisor, the appropriate Priority Committees accesses and incorporate similar plans to form one comprehensive plan. This planning document would be the first official procedural policy adopted by the Executive Committee and supercedes all previous documents. The committee that preceded the Executive Committee developed the original planning document, in which portions were incorporated into this proposed policy document. E. Brackett replied J. Frye suggested changing the word 'President' to 'Chairperson' and

'academic faculty' to 'Arts and Sciences or Career faculty' on Page 10. J. Frye concurred with the revision that the Presidential appointment of the Executive Committee members who also would serve as a Priority Committee Chairperson, compared to last year's document that stated the Executive Committee appointed the Priority Chairpersons. B. Watkins added that this change is intended to keep the Executive Committee marginal in size and the Priority Committees is universally diverse. E. Brackett added that there are a minimum number of Priority Committee chairpersons, but additional chairpersons could be added if needed. The absence of the Marketing representative was noted. The percentage of projected enrollment increase would be reviewed annually. (Page 15) J. Frye made a motion to approve the 'Three-Year Institutional Planning Process' document, seconded by P. Carl; motion passed unanimously by voice vote.

7. Additional Campus Forums

E. Brackett suggested conducting workshops, similar to Research & Development Grant Workshops, on the topic of 'developing an action plans' in an attempt to market the IP3 process. Two workshops will be held on October 6 and 13, 2003, from 2 to 3 p.m., in L210W. E. Brackett would be attending both workshops. K. Kennedy volunteered to assist at the October 13th workshop. Notice of these workshops would be sent electronically and by hard copy to all full-time staff. Discussion occurred regarding appraising the campus of the connection of priorities and program ideas to the budget. E. Brackett noted that criteria used to evaluate Action Plans for the budget follows a standard format and is incorporated in the document. An on-line template would be developed to use as a guideline. Information will be distributed electronically and by hard copy, in the near future, in an attempt to raise the awareness of utilizing the IP3 website as a tool to generate ideas for program development. E. Brackett stated that the Priority Committees' responsibility is to take possession of its respective priority and take a pro-active stance to recruit diverse constituents in a team approach of gathering information, and then in turn, report their recommendations to the Executive Committee for review and forwarded to the President. Individual ideas can be submitted in a 'Suggestion Box' located on the IP3 website. The President may be invited to an Executive Committee meeting if matters necessitate his/her presence. E. Brackett commended the Executive Committee on their progress from inception to the present. K. Langston raised a concern regarding how campus construction monies are incorporated into this process, as this was a major concern last year. P. Carl added that construction monies fell outside of this process, whereas, a portion of the revenue was received from the State. E. Brackett would discuss this issue with Executive Committee member, J. Reynolds, who is currently out of town, and he asked the Committee to expand the budget report to include construction. K. Kennedy noted that February 6, 2004 is the deadline for submission of Construction Project Request forms. E. Brackett will obtain clarification for a mechanism to process construction recommendations, the Business Office or an IP3 Committee. K. Kennedy inquired who would monitor the construction requests in the future.

8. Action Planning Development Workshops
E. Brackett stated that a meeting should occur targeting Classified and part-time staff. P. Carl is currently developing email for adjunct faculty and could set time for informative meeting. She added that certain departments do not receive hard copies. The full-campus distribution procedure of hard copies from Staff Services was discussed, along with alternate modes of distributing information to the Adjunct Faculty members, Classified, part-time, Police and Engineers. K. Langston queried if any discussion had occurred with the Mid-Managers. E. Brackett replied that it had not and that all groups need to be included. The schedule of upcoming meetings was discussed. Workshops would be conducted throughout the year, focusing on specific groups, keeping in mind that some groups might require additional or evening workshops. The 'Three-Year Institutional Planning Process' document would be available on the website in an effort to educate the campus as to the purpose of IP3. J. Frye and K. Kennedy would tour the campus as 'missionaries'. E. Brackett would develop a schedule for visitation. Currently the hourly personnel do not have an e-mail folder and due to time constraints, the focus needs to be developing Action Plans and conducting grant-writing workshops. J. Frye and K. Kennedy suggested that the Executive Committee meet monthly. A fourth Priority Committee Chairperson for Marketing is needed.

9. Old Business
None

10. New Business
None

11. Next Meeting

The next meeting of the Executive Committee would be held on October 22, 2003, at 2:00 p.m., in the Board Room.

12. Adjournment

Edmund Brackett adjourned the meeting at 3:55 p.m.

Submitted by: Susan Misasi Maratto