



**INNOVATION AND PLANNING COUNCIL**  
**MEETING NOTES**

August 28, 2007

The regular meeting of the Cuyamaca College Innovation and Planning Council was held on Tuesday, August 28, 2007, at 3:00 p.m. in Room F106.

**Members Present:** Geraldine Perri, Shari Ball, Cristina Chiriboga, Paul Carmona, Jan Ford, Henri Migala, Lyn Neylon, Alan Ridley, Arleen Satele, Mike Wangler and Kristin Zink

**Members Absent:** Patty Bailey, Sam Farhan, Joe Marron, Madelaine Wolfe

- (1) Dr. Perri welcomed the Council to the Fall semester. Introductions were made all around the table.
  - a. Dr. Perri provided background on the role of IPC and its functions. Issues relating to academic and professional matters are usually presented by the Academic Senate to IPC. The President relies primarily on the recommendation of the Academic Senate in academic and professional matters.
  - b. The issue of the review of District Policy and Procedures was discussed in terms of the best way to expedite review of both Board Policies and Administrative Procedures. The Cuyamaca College Policy & Procedures Committee only reviews the policies of the college, not the District. Dr. Perri will send members of IPC electronic copies of both policies and procedures under review. If members want to review them, they can notify Dr. Perri and the item will then be put on the next IPC agenda for discussion.
- (2) Enrollment Update: Vice President Satele distributed and reviewed the District FTES Comparison Forecast, and reminded the Council that our enrollment goal is 8% restoration for the year. Census Day is Tuesday, September 4, 2007. If the current numbers hold, we will meet our goal.
- (3) AIP Final Report 2006-07 – Dean Migala distributed the finalized Annual Implementation Plan for 2006-07 to the members of the Council. The Strategic Plan for 2004-2010 includes our college mission, vision and values which contain certain focus areas. These focus areas have activities under them. These activities make up the Annual Implementation Plan (AIP). Dean Migala will bring the finalized AIP for 2006-07 to closure by Friday, August 31, 2007. He asked the Council members to inform him of any changes that might be needed to the document.

Welcome and  
Introductions

Enrollment Update

AIP Final Report for  
2006-07

There was discussion about the document, and Lyn Neylon asked for an acronym key for the document. Dean Migala will send it electronically to all members. Dean Migala will give two program updates before Summer 2008.

- (4) State Budget Update – Vice President Satele distributed copies of the State Budget Update created by the Community College League of California. She informed the Council members that we do have an approved State budget. The Adoption Budget allocation was reviewed yesterday and it will take some time to crunch the numbers, but will be ready by September 12, 2007. Cuyamaca College will have a Budget Forum of our budget proposal for the college community on September 5, 2007 @ 1:00pm in F106.

There has been an increase in the facilities budget, and Vice President Satele hopes to bring in a Facilities Director. There should also be funds to augment the adjunct budget, utilities and marketing, as well.

Meeting adjourned at 4:15pm.

State Budget  
Update

Adjournment





CUYAMACA  
 COLLEGE  
 LEARNING FOR  
 THE FUTURE

**INNOVATION AND PLANNING COUNCIL**  
**MEETING NOTES**

September 11, 2007

The regular meeting of the Cuyamaca College Innovation and Planning Council was held on Tuesday, September 11, 2007, at 2:00 p.m. in Room F106.

**Members Present:** Geraldine Perri, Cristina Chiriboga, Paul Carmona, Jan Ford, Joe Marron, Henri Migala, Lyn Neylon, Arleen Satele, Mike Wangler and Kristin Zink

**Members Absent:** Patty Bailey, Shari Ball, Sam Farhan, Almira Henson and Madelaine Wolfe

*Additions to Agenda: AIP Finalization 2006-07 Final Report.*

President's Update: Dr. Perri welcomed the group and explained the procedure with reference to Policy & Procedure Meetings. This committee meets on an "on-call" basis and unless members of the IPC get a notification of an upcoming meeting of Policy & Procedures, there is no meeting.

Information Item: Proposal for Student Learning Outcomes Coordinator. Dr. Chiriboga informed the Council members that WASC is asking for colleges to position themselves to integrate SLOs into our planning, budget and curriculum development. We should eventually have a standing committee for SLOs to integrate them into these processes. We are proposing to establish this committee for a 1-year pilot phase including an SLO Coordinator. Mike Wangler added that the SLO Coordinator would be on reassigned time. Both Grossmont and Cuyamaca Colleges are moving in a similar direction toward a 1 year position to begin with, and then bring back a proposal in the Fall of 2008 to begin to roll it over into a 2 year position.

Dr. Perri added that the proposal will first go to Policy & Procedure for 2 readings and then go out to the other committees, and then to IPC for approval. Jan Ford offered to take it to Academic Senate this week for information.

Instruction Update: Dr. Chiriboga presented an Accreditation Review and distributed copies of the Self Study to the members of the Council. Kudos to those who did the bulk of the writing and coordination: Teresa McNeil, the co-chairs of each Standard, Kathy McWilliams, Debi Miller, Robin Avgeneros, Mark Cossano, Rocky Rose and Angela Nesta.

Welcome and  
 Addition to Agenda

Information Item:  
 Proposed SLO  
 Coordinator

Accreditation Self  
 Study Review

Dr. Chiriboga distributed and reviewed handout #1 which was a condensed version of the Abstract in the Self Study. Handout #2 covered the topics of Institutional Overarching Planning Agendas and Planning Agendas for Specific Standards. Handout #3 was a guideline for familiarizing work groups that Council members are part of with the importance of accreditation.

Dr. Chiriboga asked the Council members to read Standards I and IV to determine if our Standards are truly representative of our constituencies; if we tie planning budgets with outcomes; and to just assess ourselves to see if outcomes of our planning lead to improvement of the institution and success of our students. Dr. Perri invited the Council members to email any questions or requests for clarification they might have on Standard I to her, and any questions on Standard IV to Jan Ford.

Administrative Services Update: Vice President Satele reviewed the Adoption Budget highlights from the Budget Forum from last week with the members. She also distributed the FY 07-08 Faculty/Staffing Plan Adoption Budget and reviewed the hiring priorities with the group. The Adoption Budget Workshop will be this afternoon at 4:00pm at the Museum. Members were encouraged to attend.

Executive Dean Migala distributed the Annual Implementation Plan 2006-07 Final Report for approval. Revisions have been made which included the feedback from this Council. It was approved. He also distributed next year's AIP, and stated that he will give progress reports on it every other month.

Executive Dean Migala gave the Council an update on grants. He shared that last week we applied for \$900,000 worth of grants. Grants applied for were IDRC Grants: (1) Center for Emergency Preparedness, and (2) Assuring the Safety of California's Water. Kudos to Vivian Bogue and Jennifer Lewis for the good work they contributed.

Meeting adjourned at 3:00pm.

Adoption Budget and Faculty/Staffing Plan

AIP Final Report for 2006-07

Grants Update

Adjournment





**INNOVATION AND PLANNING COUNCIL**  
**MEETING NOTES**

September 25, 2007

The regular meeting of the Cuyamaca College Innovation and Planning Council was held on Tuesday, September 25, 2007, at 3:00 p.m. in Room F106.

**Members Present:** Geraldine Perri, Shari Ball, Cristina Chiriboga, Paul Carmona, Jan Ford, Almira Henson, Joe Marron, Henri Migala, Lyn Neylon, Arleen Satele, Mike Wangler and Kristin Zink

**Members Absent:** Patty Bailey

Dr. Perri opened the meeting with introductions all around.

**Additions to the Agenda:**

1. Student Learning Outcomes Steering Committee proposal – First Reading (Chiriboga);
2. *Union Tribune* article on Cuyamaca College’s record enrollment.

**President’s Update:**

Dr. Perri introduced the Accreditation Rubric. This document was sent to the college in order to assist in evaluating institutional effectiveness. The rubric will provide a means of assessment in three areas: (1) integrated planning, (2) institutional planning and (3) student learning outcomes.

**Student Learning Outcomes Steering Committee Proposal** - Dr. Chiriboga presented for first reading the proposal for the SLO Steering Committee. Cuyamaca College has been developing SLOs in course curriculum, program review and student services program review for several years. Discussion ensued. Mike Wangler noted that SLOs drive planning, and planning drives budget.

Vice President Chiriboga will share the request with Academic Senate for first and second readings. It will not come back to IPC until after October 22, 2007, so the Council was requested to vote online.

**Executive Dean Update:**

Dean Migala shared with the Council that the IDRC Grant, *Assuring the Safety of California’s Water*, was funded for \$486,000. The college was not funded on the *Center for Emergency Preparedness* grant. The college will continue to pursue it through other sources.

Welcome
Additions to Agenda
President’s Update
Student Learning Outcomes Steering Committee Proposal
Executive Dean Update

Two classified employees (John Heimaster and Marty DuBord) proposed a grant submittal to Dean Migala for an automated sprinkler system. The grant is for \$19,000 from the San Diego Water Authority and would save 32% of our college water bill in addition to providing a reduction in water usage. The automated system would monitor the daily average humidity of the air and modulate the water usage accordingly.

Another classified employee, Patty Tackett, has applied for a grant which would give the college 112 free trees. She is coordinating with Brad Monroe.

The college photo directory is being updated, and Dean Migala asked that staff members make every effort to get their photo taken so that the directory can be completed in time for Spring Convocation.

Cuyamaca College is getting press time – the *Union Tribune* reporter came to our college twice to do an article on the college's enrollment. A reporter from the *Los Angeles Times* did a telephone interview with Dr. Chiriboga about our enrollment growth.

#### **Student Development & Services Update:**

Dr. Marron shared that if we meet our FTES estimates for Spring Cuyamaca College will meet our goal of 8% restoration to base – great news. We have the highest number of students ever in our history – approximately 8400. Kudos to all who have made such a great effort in this regard.

Student Services is working hard on recruiting several positions.

Regarding SLOs, the division has completed 95% of their Master Plan and has brought it to Academic Senate for approval. SLOs have been incorporated into every department on the master plan. They have also successfully completed the 3 program reviews.

Both Grossmont and Cuyamaca Colleges are working on their Discipline Code Review.

The Student Center is being readied for moving people into their new offices. The move is scheduled for Friday, September 28, 2007. The convenience store can be open at night as well as the cafeteria and coffee shop. The community has started calling to try to book the conference rooms for meetings. The 3 conference rooms are "smart rooms." Pam Lawless is coordinating the scheduling of the new building rooms. Our Outreach Office will be located in the middle of

Student Services  
Update



the new building, acting as a Welcome Center to potential students from the high schools and their parents.

**Accreditation Review – Standard II**

Dr. Chiriboga asked the Council members if there were any questions about Standard II, and there were none. Drs. Perri and Chiriboga attended the Classified Senate Retreat on Friday, September 21, 2007, and presented an overview on the Accreditation process and the Self-Study Report.

Meeting adjourned at 4:15pm.

Adjournment