**Integrated Planning Council**

**July 24, 2019**

**Meeting Notes**

**Present:** Z. Toro, C. Casamento, C. Galligan, D. Dauwalder, S. Cintorino, M. Jackson, M. Jasek, J. Farhat

**Absen**t: K. Fruin, P. Troiano

**Consideration of IPC Membership**

Z. Toro began a discussion regarding IPC membership, explaining that current membership was determined over a year ago and some updates needed to be made prior to the start of the Fall semester. A discussion then occurred regarding current Council membership, and the following is a summary of the comments and suggestions that were shared:

* Z. Toro suggested inviting R. Barcelo to become a member of the Council, as the previous Chief Diversity Officer was also a member. In addition, the Director of Enrollment Management should also be included.
* D. Dauwalder suggested including CIO G. Claffey.
* J. Farhat distributed the [IPC charge](https://www.ccsu.edu/ipc/files/CCSU%20Integrated%20Planning%20Council%20-%20Approved%20Charge.pdf), which was approved back in 2017. He then suggested that it be reviewed and revised based on the membership decisions made today.
* J. Farhat noted that the UPBC bylaws elect two UPBC members to sit on the IPC – one from SUOAF and one from AAUP. He added that including the UPBC chair or vice chair on the IPC is vital in ensuring the flow of communication between both committees. A brief discussion then occurred regarding the possibility of adding more than two faculty to the IPC; however many agreed that faculty may not feel comfortable voting on the types of administrative decisions within the Council’s charge. S. Cintorino then suggested including faculty as non-voting members. M. Jackson agreed that this would help increase transparency and communication. For example, well informed faculty members can provide a lot of information regarding program submissions.
* M. Jackson suggested including the Chair of the Curriculum Committee.
* C. Galligan suggested that Y. Kirby be elected as a member of the Council.
* C. Casamento noted that it may be a good idea to add a SUOAF member to the group as a way to promote shared governance/equal representation. Members agreed.
* C. Galligan asked whether the Clerical union is represented on committees like the IPC. Z. Toro replied that if the Clerical union is included, the other unions must also be included.
* C. Casamento suggested including graduate student representation, as the SGA president represents undergraduates. A brief discussion then occurred regarding whether graduate student issues are represented by the SGA. Z. Toro stated that if the SGA does not represent graduate students, it may be a good idea to consider adding the GSA president to the Council.

After some discussion, the Council agreed to include the following *new* IPC members:

* Associate Vice President for Enrollment Management
* Associate Vice President for Planning and Institutional Effectiveness
* Chief Information Officer
* Two UPBC members – one Chair and one representing the opposite bargaining unit
* Chair of Curriculum Committee

The IPC will now have 15 voting members.

**UPBC/IPC Portal Procedures**

J. Farhat provided a brief explanation of the draft UPBC/IPC Portal Procedures document. The UPBC collaborated with D. Dauwalder and C. Casamento on the draft, and the intent of the document is to set the process for reviewing submissions, as well as promote accountability and development of best practices.

A brief discussion then occurred. A few members agreed there may be some pushback on the document, however it provides much needed clarity to a seemingly unclear process. C. Casamento suggested using letters rather than arrows within the document, in order to make it easier to reference.

Z. Toro noted that white papers are sometimes submitted without any consideration of the strategic planning goals and priorities. She then asked for confirmation regarding what it really means for the IPC to endorse a concept paper. C. Casamento noted that another challenge with the white papers is that there is no budget information included, which makes it impossible to determine whether the proposal is financially viable. In addition, there is not enough information available in the white paper to determine whether it is in alignment with the strategic plan. As such, Council members agreed that it must be made clear that IPC endorsement does not necessarily mean the approval of funding. The role of the IPC should be to ensure the white paper is in agreement with the strategic plan and that there is a specific need for the program.

M. Jackson agreed; however he also commented that one of the purposes of IPC white paper review should be to ensure that proper faculty, space and other important resources will be available if a program should be endorsed.

After some discussion, Z. Toro summarized two different viewpoints of the IPC concept paper endorsement. On the one hand, some believe the white paper should include some kind of financial commitment to the program. On the other hand, some Council members agree the IPC should only ensure the white paper is in agreement with the strategic plan and demonstrate a need for the program. J. Farhat then clarified that this is the difference between the concept paper and the proposal. The concept paper should only include preliminary information, while the proposal includes all anticipated program needs and budgetary information. Council members then agreed that the concept paper approval is basically an “approval to proceed” with the proposal process. In addition, if the IPC approves a proposal it is committing to a provision of the resources necessary for the program.

*Final Decisions:*

* The concept paper will come through the IPC to ensure alignment with the strategic plan and program need.
* The proposal will come through the IPC to receive approval. If approved, this will mean a full commitment by the University to provide the resources necessary to run the program.

**Tabled Items:**

* Submissions Under Review
* Additional Hours for the Library
* Strategic Planning Process – Progress Report

**Next Meeting: August 30th**