



Chabot College  
*Institutional Budget and Planning Council*  
**IPBC Summary Notes**

**Wednesday, May 26, 2004**

**Present:** Laurie O'Connor, Carolyn Arnold, Melinda Matsuda, Sally Jahnke, Kathleen Schaefer, Vanessa Cormier, Lisa Carlson, ASCC rep., Robert McAllister, Debbie Budd, Rachel LePell, Bob Curry, Patricia Shannon, Tom DeWit, and Gerald Shimada, [others?]

**1. Minutes of May 12th meeting**

Melinda Matsuda called the meeting to order at 3:10. The draft of the minutes of the May 12<sup>th</sup> meeting were reviewed by the group, and approved.

**2. Vision, Mission, and Values drafts finalization after all college review**

Carolyn Arnold passed out the final draft of these statements, which incorporated discussions and feedback from Classified Senate, College Council, IPBC on April 28<sup>th</sup>, Faculty Senate, and ASCC, as well as input on the latest draft in response to a college-wide call for input. Carolyn explained the changes that had been made based on the latest input. The group felt that the changes had improved the drafts, and Melinda commended the workgroup for soliciting, collecting, and using input from many sources across campus. This draft was approved. It was sent on to College Council with the recommendation that these statements be adopted as the college vision, mission, and values. See the separate handout for this final version.

**2. Planning for 2004-05**

**a) Strategic Plan Priority Objectives**

Carolyn Arnold passed out the one-page summary handout of the 2004-05 priority objectives and activities. She pointed out the changes made after last meeting and noted that the discussion about convocation and the year was all focused on trying to implement the first priority—becoming a learning-centered institution.

**b) Convocation week Kick-Off**

Melinda Matsuda introduced this topic by reporting that various representatives of the major projects involved in promoting student learning or becoming a learning-centered institution during the year or at Convocation had been meeting to coordinate their efforts within Chabot and with the District and LPC for Convocation. This group had developed a proposal for the District for Wednesday morning of Convocation that include a play on learning, written by Rachel LePell. This was presented to LPC and

the District on Friday, May 21st. Melinda, Bob MacAllister, and Tom DeWit, reported that the result of that meeting was that there will be no play, but that the morning would be spent focused on student learning, and that disciplines would meet with their LPC counterparts to discuss specific questions on learning, which would be determined. There was discussion on how this would work and what the questions would be.

Then Carolyn Arnold provided the proposed schedule for Chabot for Wednesday afternoon, Thursday, and Friday, which had been coordinated with Staff Development's Flex Day sessions, training on faculty evaluations by the Faculty Association, and the introduction to Program Review. Discussion ensued about whether we had lost the vision of a unified start to a year focused on student learning, if it was only mentioned on Wednesday. Questions were raised about whether the faculty could be trained to be evaluators at another time, and how it could be discussed in divisions. In the end we identified out three places to start talking about student learning: Wednesday morning and afternoon, and Thursday afternoon. Tom agreed to do the faculty training on some Fridays [did he?]. We also decided that we still wanted to start Wednesday afternoon with a play about learning and becoming a learning-centered college, so we approved \$3500 for Rachel to do that. We started talking about how we were going to prepare ourselves and other faculty/staff with readings and study groups to support the work in the projects of program review, faculty evaluations, college-wide learning goals, and facilities planning. Melinda reported on her trip to the Learning-Centered College Conference in Toronto, and passed around her summary notes, which included good questions about how and whether colleges can become learning-centered.

We could not decide on how the preparation would happen and whether it could be funded, but we did agree that we wanted to start a year-long discussion on learning and becoming a learning-centered college. We saw this as not an immediate culture shift, but a sowing of seeds for an eventual shift. Melinda asked if IPBC would delegate to a smaller group (whoever can meet in June) to decide the final form of this discussion, as well as the convocation week activities, and the group agreed. The meeting was adjourned at 5:05 pm.

Respectfully submitted by Carolyn Arnold.