Institutional Planning Committee Meeting Minutes

Meeting held on: December 6, 2021 @ 3:00 pm

In attendance:

Members:

William J. Fritz, President

Michael Parrish, Provost

VP Hope Berte

VP Jennifer Borrero

AVP Carlos Serrano

Prof. Alyson Bardsley

Prof. Erlan Feria

Prof. Catherine Lavender

Prof. John Verzani

Prof. Cindy Wong

Guests:

Jessica Collura, Interim Chief of Staff

Dante Tawfeeq, Interim Associate Provost for Graduate Studies, Research and Institutional Effectiveness

Tara Mastrorilli, Director of Institutional Research

Prof. Chris Miller

Patricia Kahn, CIO/AVP for Information Technology

Committee approved minutes from previous meeting held on October 22, 2021

President Fritz gave opening remarks and updates

* No information on transition of the President’s position as of yet
* Middle States Team Chair visit; the initial draft of the Middle States self -assessment report was shared with Chair prior to her visit
* The Strategic Plan Assessment Report can be shared with the Team at the campus visit; New President can assess the Strategic Plan when s/he is appointed

Middle States Visit – Dante, Tara and Chris discussed Team Chair visit that occurred on November 15th:

* Team Chair conducted virtual visit
* Expected more detailed feedback on the self-study but received tidbits on how to discuss successes and challenges
* Only verbal comments received
* President Foster has a good understanding of our institution; seems supportive
* We need to substantiate what we know about our budget challenges
* We should be prepared for any document requests; back up any of our claims with evidence
* The biggest hurdle is that we don’t have a clear picture right now as to where we are right now
* If we fall short in an area, don’t try to hide it; state what our plan is to address shortcomings
* CSI Team met with Chair specifically about assessment; debriefed her fully on our assessment concerns; need to be honest and lay out a plan on how to address concerns and move forward
* The Middle States Team has not been formed yet; we cannot veto any team members; unless a conflict of interest is identified
* The last thing we need to do is upload all evidence to the Middle States portal
* We need to firm up our recommendations; show the team we are aware of our strengths and weaknesses but do not overpromise on recommendations
* The report is about compliance; it is not a strategic plan
* Strengths: clear mission and goals; ton of success on student support in relation to student success and outcomes support it; borough stewardship and community engagement
* Weaknesses: assessment is the biggest concern; budget is a challenge
* We need to be an open book with regard to assessment; its more than just learning outcomes; we need more assessment campus wide; there is an overall umbrella of institutional effectiveness
* It was announced that the Gen Ed Committee approved a robust assessment plan which is going to Faculty Senate for approval 12/16/21
* Administrative areas are short on assessment (eg: BMI, student complaints/grievances); we can improve in these areas
* Exemplar in Assessment – student support areas (eg: ASAP – which gets support from CUNY)

Strategic Plan Task Force – Dante Tawfeeq and Patty Kahn are co-chairing a committee to assess the Strategic Plan

Discussion:

* Shared a PowerPoint; using a template to gather evidence
* Tentative timeline: Report is due in January and will have findings in February
* Each priority has a lead writer and a second writer
* It was raised that AREC has been doing an assessment of the Strategic Plan; Chaired by Darryl Hill; but only one admin responded
* Nothing preventing two groups from working on it independently; Patty and Dante can speak with AREC
* AREC is focusing on admin; some things are not done in admin offices; we need to look at other departments (eg: academic departments; gen ed; faculty accomplishments)
* It was raised that it would be beneficial to have a benchmark from where we started in 2015/2016; how we changed; outcomes that are a result of actions we have taken since we started; suggestion was to add additional column(s) to the template; look at the delta

Catherine Lavender thanked President Fritz for his work and contributions; and acknowledged his role in honoring CSI’s Legacy of Place and Borough Stewardship