

**INSTITUTIONAL POLICY AND PLANNING COMMITTEE  
MEETING MINUTES**

**October 7, 2016**

**10:30 a.m.**

**PRESENT:** Cerri A. Banks; Mary Lou Bates; Beau Breslin; Paul Calhoun; Bill Duffy; Cynthia Evans; Philip A. Glotzbach, Chair; Lisa Hobbs; Mark Hofmann; Kris Leggiero; Eric Morser; Dorothy Parsons; Levi Rogers; Denise Smith; Joseph Stankovich; Mike West; Joshua C. Woodfork.

**ABSENT:** April Bernard; Michael Casey; Julia Elstein; Tim Harper, Vice Chair; James Kennelly; Debra Townsend.

Called to order at 10:35 AM.

**1. Approval of Meeting Minutes, September 23, 2016**

IPPC **approved** the Minutes from the September 23, 2016 meeting.

**2. Housing Update**

Cerri Banks, Dean of Students and Vice President for Student Affairs, reported that she is chairing a Housing Working Group, which was formed this summer in response to challenges around ensuring that we have enough housing to accommodate all students. She recognized President's Cabinet members Mary Lou Bates, Beau Breslin and Mike West, as other members of the working group, as well as two members of the Board of Trustees. Cerri reported that over the summer, lounges and some apartments were converted to create 105 beds required to meet enrollment estimates. In addition, students were offered incentives of \$4,000 to move off-campus. 57 students took advantage of this offer. Cerri indicated this incentive program would not be on-going.

She further reported that at start of this academic year, 71% of first year students were in triples, and that as of today, 62% remain in triples.

The working group agrees that as a residential liberal arts college, we must continue to guarantee housing for all interested students. If our students continue to seek housing and we are overenrolled, going forward, alternatives will need to be sought as nearly all spaces (lounges, offices, and common areas) on campus that can be converted have been shifted. At this time, the housing prediction for the fall of 2017 is showing a small surplus – assuming 100% of first-year students are housed in triples. Cerri indicated that this triple assumption provides little flexibility to address roommate issues, health, and other necessary accommodations.

Mary Lou Bates, Vice President and Dean of Admissions and Financial Aid, suggested that the College's new policy on standardized testing (optional) may impact class size projections. In addition, global events may impact interest in the first-year London program.

Cerri noted that this advance planning now will help the College deal with housing in subsequent years. She noted that the working group is examining other ideas, such as allowing more sophomores to live off-campus, accepting a class target of 620 entering students and utilizing the waitlist and predicted deferrals and withdrawals to reach 640 total entering students, and providing a stipend to students for off-campus study in the fall semester to manage balancing fall and spring enrollments for off-campus study.

Denise Smith, Chair, Faculty Executive Committee, suggested that faculty might help with the balancing of off-campus study by considering which semester required courses are taught, and asked that this item be brought to departments/programs for consideration. Mark Hofmann suggested that faculty could also work with the Off-Campus Study and Exchange Office (OCSE) to consider adding more approved programs and courses that might have fall semester offerings.

Cerri concluded by stating that besides considering “beds and heads,” the working group is examining our residential life program as a whole and will work to obtain data about the residential experience and how to make improvements for increased satisfaction and a co-curricular integrated experience.

Mike West, Vice President for Finance and Administration, pointed out that it is also important to recognize the other impacts that the increased student body has on campus, such as the demand on dining services, counseling and health centers, and the work out facilities.

### **3. Strategic Action Agenda (SAA) 2016-2018**

Copies of the revised “Strategic Action Agenda” (SAA) were distributed, and President Glotzbach noted that the current version incorporated changes proposed at last IPPC meeting. He also noted that the format has changed a bit, and some items have been consolidated. He asked members of the IPPC to take a moment to review the document and to provide comments.

Denise Smith asked about the language and funding plans related to the Center for Integrated Sciences (CIS), including the possibility of strengthening the language, understanding the fundraising plan, exploring opportunities for naming gifts. She noted that faculty might know former students who would be in a position to contribute to specific naming pieces, such as labs or other spaces.

President Glotzbach supported this idea of faculty involvement in assisting Advancement with former students and friends of the College who might act as donors. He indicated that Advancement is still refining the details of the fundraising plan, and the IPPC could ask Michael Casey and his team to present the detailed plans at an upcoming meeting.

Dorothy Parsons, President, Student Government Association, raised three points: first, she asked if the language “explore the possibility of creating an Africana Studies...” could be strengthened to move this item forward beyond just exploration. Beau requested that the language remain in this form so that faculty can fully consider this course of action, but voiced his support for these conversations occurring in a timely manner.

Second, Dorothy voiced support of the Americans with Disabilities Act (ADA) review of our accommodations and suggested that with more students with disabilities on campus, it would be valuable to expand on this point.

Third, she further noted that in Section III, there was still not enough emphasis on sexual and gender-based misconduct to reflect the concern of our student body.

Joshua C. Woodfork, Vice President for Strategic Planning and Institutional Diversity, agreed with Dorothy's latter points and responded that the hiring of a permanent Title IX Coordinator will assist in bringing a pan-institutional approach to our ADA compliance and education. He suggested that hiring a new Title IX Coordinator warrants its own bullet, and that separating it provides more emphasis of the College's commitment in this area. Cerri reminded the group that a lot of work is currently being done through the Advisory Council and the hiring of a new Title IX Deputy Coordinator in Student Affairs.

Levi Rogers, Chair, Campus Sustainability Subcommittee, reminded the committee that the *Campus Sustainability Plan* calls for all new building projects to be considered through the lens of sustainability, and asked that the items regarding athletic facilities be viewed with relation to meeting our sustainability goals.

Joseph Stankovich asked for clarification regarding who is responsible for campus-wide assessment and if this was evolving post-Middle States reaccreditation. He noted that perhaps this falls under our looking at the Assessment Subcommittee's role and function. Beau Breslin, Dean of the Faculty & Vice President for Academic Affairs, suggested changing the wording to "strengthen and where appropriate create" to represent that some divisions are already performing assessments and other areas still need to create assessment tools/protocols.

Paul Calhoun, Dean of Special Programs, asked about the bullet on strategic alignment. President Glotzbach agreed that the item is vague, but suggested that it remain as a placeholder to ensuring that we are working with Board of Trustees on our prioritization of our strategic initiatives.

Denise suggested that the items that might fall under Communications and Marketing might need more clarity of what work is to be done. Denise suggested adding the hiring of a permanent Vice President might rest with these related bullets.

President Glotzbach thanked the committee for their comments and asked that any further suggestions be forwarded to Joshua Woodfork by Tuesday at noon. He indicated that a version of this document would be shared with the Board of Trustees, and that a revised version will be presented to the IPPC at its next meeting, where endorsement will be sought. After final IPPC and Board review and comment, the document will be made available to the campus community via email and posting.

#### **4. Call for Agenda Items**

Joshua Woodfork reported that future agenda items included: endorsement of the Strategic Action Agenda (SAA), a report from Beau Breslin and Sarah Goodwin on student's visual analysis competencies, and Mike West will review fiscal year 2016 and 2017 financials.

Other suggestions included:

- Advancement review of fundraising for the CIS
- Smoking policy
- ADA (after permanent title IX coordinator is in place)
- Protection of Minors policy (December)
- Key budget parameters for 2018 (December /January)

## **5. Other**

Cynthia Evans, Co-Chair, Committee on Intercultural and Global Understanding (CIGU), reported that the current item on the SAA regarding the creation of a Social Justice/Multicultural Center/Space, is a top priority for CIGU, as it is clearly an important part of the College's diversity and inclusion goals. CIGU would like to work on the development of this Center, and is requesting a charge from the IPPC, authorizing the creation of a CIGU working group. The working group would research our peer and aspirant schools, consult with the Space Planning Working Group and the Case Council, and consider space, a vision, and program. After the research has been completed, the working group would make recommendations or share information related to required resources such as space, funding, personnel, and timing.

President Glotzbach suggested that it would be helpful for CIGU to draft this charge for IPPC consideration, and include more detail on their process and plan.

Mike West pointed out that it would be important for the working group to consider all alternatives regarding resources, as space on campus is in high demand from many groups. He also indicated that in the past, the college had a "Case Council" and a space report from this group is available and should be considered.

Beau Breslin suggested that in researching what other colleges have done, the working group should consider opportunities for the college to be distinctive, versus replicating what already exists.

President Glotzbach thanked Cindy for raising this item to the IPPC and asked that she share the comments from the meeting with CIGU and to please bring this item back with a written charge at the next IPPC meeting or whenever CIGU is prepared.

Meeting adjourned at 11:46 AM.

*Please notify the President's Office of any changes to these minutes.*