

**INSTITUTIONAL POLICY AND PLANNING COMMITTEE**  
**MEETING MINUTES**  
**September 9, 2011**

PRESENT: President Phil Glotzbach, Chair; Denise Smith, Vice Chair; Susan Kress, Michael Casey, Michael West, Mary Lou Bates, Rochelle Calhoun, Beau Breslin, Paul Calhoun, Joshua Ness, Cori Filson, Mark Huibregtse, Joe Stankovich, Justin Sipher, Adrienne Zuerner, Anne Petruzzelli, Gail Cummings-Danson, Erica Bastress-Dukehart, Jonathan Zeidan, Ethan Flum, and Barbara Krause (Secretary).

**1. Welcome to New Members**

President Glotzbach welcomed the following new members to IPPC (or those in new positions) for 2011-12: Beau Breslin, Interim Dean of the Faculty; Paul Calhoun, Interim Dean of Special Programs; Joshua Ness, Biology, Chair of CEPP; Michael Ennis-McMillan, Anthropology, Chair of CIGU (Cori Filson, Director, Office of Off-Campus Studies and Exchanges and Co-chair of CIGU, will attend during the fall 2011); Jonathan Zeidan, Class of '12, SGA President; Ethan Flum, Class of '13, SGA Vice President for Financial Affairs; and Erica Bastress-Dukehart, History, faculty representative.

**2. Draft Strategic Action Agenda 2011-12**

President Glotzbach introduced his draft of the Strategic Action Agenda for 2011-12, titled "Reaffirmation, Recommitment, and Renewal." He explained that this document is prepared annually to identify the key projects that will advance particular elements of the *Strategic Plan* for the year. He then invited comments on the preamble, which included the following:

- Dean of Admissions and Financial Aid Mary Lou Bates clarified figures for percentages of domestic and international students of color in the introductory paragraph. It was suggested that it is important to use the IPEDS number, which reflects domestic diversity, for purposes of comparison to comparable institutions.
- It was suggested that it would be helpful to signal more clearly the three key priorities for the year: Diversity and Inclusion, Science, and Transition and Transformation.
- One member expressed support for the priorities identified but suggested that there is relatively less weight given to science than to the other two. It was suggested that the document identify the particular Strategic Action Agenda items having a science component. Dean of the Faculty Beau Breslin will work on this language with IPPC Vice Chair Denise Smith.
- In response to a question, it was noted that Cabinet prepares a matrix each year to track progress on the Strategic Action Agenda items. The matrix will be provided to IPPC members for the next meeting.

- It was noted that the term “science” is still the subject of some debate, and that some members of the Math and Social Sciences departments do not see themselves in the Science Vision document.

President Glotzbach indicated that further comments could still be considered and should be forwarded to Barbara Krause. He anticipates sharing a revised version of the document with IPPC at the next meeting. At that point, the document could be more broadly distributed, although it is typically not regarded as officially “final” until the Board of Trustees reviews the document in October. Members encouraged broad distribution of the Strategic Action Agenda throughout the College’s divisions.

### **3. Allocation of One-Time Funds**

IPPC considered allocations of one-time funds as follows: (1) \$1.5 million as an initial allocation to a “Science Reserve Fund” and (2) allocation of another amount for a purpose which must remain confidential at this time. **IPPC members discussed these recommended allocations and, without objection, endorsed the administration's recommendations.**

### **4. IPPC Annual Report 2010-11**

President Glotzbach noted that the Annual Report for 2010-11 had been finalized by last year's IPPC and is available on the IPPC website. It also will be distributed via the everyone-list.

### **5. Report on Cabinet Composition**

President Glotzbach reported that Barbara Krause, who is now beginning her sixth year at the College, has been recognized as a member of the President's Cabinet. This designation will not change the composition of the Cabinet meetings, because she has attended Cabinet meetings since being appointed to her position. However, the designation reflects the understanding that she will participate in deliberations and decision-making of the Cabinet.

### **6. Update on Class of 2015**

Dean Bates provided an update on the Class of 2015. She noted that there are 633 first-year students on campus and 34 in London, for an entering class of 667. The academic preparation of the class has remained strong, although more financial aid would allow enrollment of an even stronger class. The class comprises 42% males, one of the highest percentages in recent years. The 40 students in the Opportunity Programs are very strong. 6% of entering students are international, up from 4% last year and the highest percentage ever. Dean Bates suggested that this percentage reflects increased travel abroad for recruiting purposes. It was noted that domestic diversity has decreased from last year's 23% to 20% in the current class.

President Glotzbach noted with appreciation the outstanding work of the Admissions and Financial Aid offices. He also thanked all members of the campus community who have been involved in orientation programs, move-in, and all related efforts to welcome new students to campus.

## **7. IPPC Agenda for 2011-12**

Topics identified for possible discussion at IPPC during the coming year include the following:

- Diversity and Inclusion
  - Strategic initiatives
  - Correspondence from CIGU dated May 18, 2011 (forwarded to IPPC and Cabinet after IPPC had held its last meeting in the spring of 2011)
- Science
- Transition and Transformation
- Financial capacity (including optimization and compensation)
- Governance
  - Overview of concerns
  - Status of IPPC Committee on Responsible Citizenship
- Marketing (CTM 2.0 and Web update)
- All-College policies
  - Standards of Business Conduct policy
  - Political Activity Policy
  - Other?
- Emergency Management Team update
- Budget planning
- Athletics Master Plan
- Recommendations from Case Council
- Special Programs mission statement
- Campus Environment Committee – review and recommendations regarding structure and mission
- Academic Affairs – structure and leadership transition

It was noted that the Middle States Periodic Review Report was submitted last June and that the reviewers have offered favorable comments in response. The Periodic Review materials are available on the College's Assessment website: <http://cms.skidmore.edu/assessment/>. These materials provide helpful context for the work that IPPC will do in the coming year.

It was suggested that IPPC schedule additional meetings at the end of the spring 2012 semester, because it is often the case that additional meetings are needed. The chair and vice chair will take this recommendation under consideration.

*Minutes prepared by Barbara Krause. Please notify of any changes.*