

**INSTITUTIONAL POLICY AND PLANNING COMMITTEE
MEETING MINUTES
April 3, 2026**

Present: Adrian Bautista, Claudette Castillo '28, Marc Conner (Chair), Amy Frappier, David Hargadon, Tim Harper (Vice Chair), Michelle Hubbs, Zhenelle LeBel, Ting Li, Yueqi Li, Samantha Majiedt '27, Kerry Nelson, Jess Ricker, Joseph Stankovich, Elizabeth Stauderman, Natalie Taylor, Amy Tweedy, Sarah Vero, Joshua Woodfork, Aiwu Zhao.

Zoom: Daniel Konstalid, Tarah Rowse, Murat Yildiz.

Absent: Amy Tweedy.

This meeting was called to order at 10:32 a.m.

1. Approval of March 20, 2026 Meeting Minutes

With no proposed changes, **the March 20, 2026 minutes were unanimously approved.**

2. Title VI Update

General Counsel and VP for Human Resources Vero reported that a federal requirement for a designated Title VI Coordinator took effect in February. Skidmore was already ahead of this requirement, having assembled an Equal Opportunity (EO) Team during the prior fall semester in anticipation of shifting federal guidance. Title VI covers race, color, national origin, and shared ancestry.

The interdepartmental EO Team, drawn from HR, the Dean of Faculty's Office, and Student Affairs, meets bi-weekly and is working proactively on both policy revision and education. The current draft policy runs approximately 15-pages and is being streamlined; procedural elements will be separated into more user-friendly companion documents. The goal is to have a revised policy in place before students return in the fall, with an interim policy implemented over the summer to meet federal compliance requirements.

EO Team members include Joel Aure, Jenny Zilka, Adrian Bautista, Jude Klein, and Oscar Perez Hernandez. VP Vero will bring the draft policy for review at an early fall IPPC meeting.

3. Middle States Reaccreditation Review Team Visit Update and Next Steps

President Conner described the March 30-April 1 reaccreditation review team visit and exit report readout as one of the most positive accreditation outcomes he has witnessed. The team, chaired by Dr. Jamila Bookwala (Provost, Gettysburg College), reviewed all seven Middle States standards and delivered a report with no requirements, substantial collegial advice, and a single recommendation. The one recommendation was to develop and implement standard personnel policies for faculty departments and programs. Interim Dean Taylor noted that work is already well underway: a faculty working group has been producing model personnel policies, approximately one-third of departments have adopted them, one-third have adapted them with

local modifications, and one-third remain further from the standard. Efforts to standardize departmental evaluation forms (in coordination with online evaluation work) are also beginning.

The exit readout included commendations across a wide range of areas. The Middle States team specifically praised IPPC as a model of shared governance, with team chair Dr. Bookwala using the word “hail” in reference to the committee, a reaction noted by the full committee with pride. Formal reaffirmation of accreditation will occur when the Middle States Commission meets in late May or early June. The College has a brief window to respond to any factual inaccuracies in the written report before that meeting. President Conner offered recognition to members of the College’s Middle States steering committee and all the members of our working groups.

4. Skidmore College Mission Statement Next Steps

The Middle States team’s collegial advice specifically commended Skidmore for already being in the process of examining and revising its [mission statement](#) and encouraged continuation of that work. President Conner suggested the following plan:

- A brief community survey (approximately three questions) will be distributed within the next two weeks, linking to the current mission statement and inviting initial feedback on what a Skidmore mission statement should do.
- A community forum will be held in the last week of April or first week of May to discuss what makes a good mission statement and how Skidmore’s current statement might be strengthened.
- Over summer 2026, a small group will draft two or three candidate mission statements drawing on the *Strategic Plan*, “Visions and Values,” and community input.
- Draft statements will be shared with IPPC and other campus groups in fall 2026 for feedback and refinement.
- A recommended mission statement will be brought to the Board of Trustees for consideration and approval, likely at the February 2027 meeting.

The committee confirmed this timeline is appropriate; supporting that revising the mission statement is not being rushed to a conclusion this spring.

5. Draft “Skidmore Institutional Guidelines on the Usage of AI”

Interim VP Hargadon presented a revised version of the “Skidmore Institutional Guidelines and Policy on the Usage of AI,” incorporating feedback from the March 20 IPPC discussion and subsequent meetings with Tarah Rowse, Amy Tweedy, and Library Director Marta Bruner. Key Revisions include:

- Policy vs. guidelines distinction: The most significant change was clearly delineating which provisions are binding institutional policy and which are advisory guidelines, resolving the blending of the two that was flagged at the March meeting.
- Wellness and mental health: A new section addresses the impact of AI tools on wellness and mental health, a recommendation from the library. and provides guidance to resources for those experiencing difficulties.

- User vs. institutional responsibility: The revised framing treats AI as an institutional tool; individual users retain appropriate responsibility for the accuracy and appropriateness of outputs within their roles, while institutional-level decisions (platform selection, environmental stewardship, security standards) rest with IT and administration.
- Data governance alignment: Language and data classification definitions are written to be flexible and compatible with the still-in-progress “data governance policy” being worked on by the Subcommittee on Institutional Effectiveness (SIE).
- Enforceability: The policy defers enforcement to existing college governance structures, faculty policy for faculty, staff policy for staff, student conduct for students, rather than creating new AI-specific enforcement mechanisms.
- Annual review: Retained, given the pace of change in AI technology. IT (with Dan Konstalid’s team as the responsible office) will administer the policy going forward.
- Middle States alignment: The policy is aligned with Middle States’ requirement that institutions have an AI policy in place, except for classroom/academic use, which remains under faculty governance per the existing Committee on Education Policies and Planning (CEPP) statement.

The policy will be shared with the full campus community beginning Monday, April 6, with a comment period running through Monday, April 20. A revised draft incorporating any substantive changes will be shared with IPPC members in advance of the May 8 meeting, at which time the committee will be asked to formally endorse the policy.

The committee noted that some friction during initial implementation, particularly as IT begins coordinating tool procurement and security reviews, is expected and acceptable. The CEPP Chair Amy Frappier confirmed that CEPP will coordinate with IPPC as CEPP builds on the existing faculty AI statement, aiming for synthesis between institutional and academic guidance. VP Vero suggested the summer as a window for professional development and training on the new policy for relevant administrative staff.

6. Task Force on Accessibility Next Steps

Dean Bautista reported that the Willingness to Serve (WTS) call for the Task Force on Accessibility has been distributed to the campus community. Responses are being collected by the President’s Office and will be shared with the tri-chairs. The tri-chairs have had an initial meeting and are focused on determining the appropriate size of the Task Force followed by consultations with IPPC, FEC, SGA, and other constituencies. VP Woodfork emphasized that community members will have multiple avenues for participation: open forums, surveys, and engagement with the external consultant the Task Force will retain. The Task Force will make both short-term and long-term recommendations, so community input will be ongoing rather than front-loaded.

The committee was also informed that disability justice [speaker Alex Locust](#) will be on campus April 23 as part of the accessibility work. He will meet with the newly constituted Task Force,

the queer faculty and staff group, and disabled student leaders, and will deliver a keynote drawing on his experience as a biracial, queer “glamputee.” Details are being circulated.

7. *Creative Futures: Strategic Plan Implementation Next Steps*

VP Woodfork presented a preview of governance proposals being developed for the second year of *Strategic Plan* implementation, focused on ensuring each of the six foundations has an accountable, appropriate, and well-constituted body driving its work. Proposals and IPPC Operating Code revisions will be brought to IPPC at the April 17 and May 8 meetings.

8. Call for Agenda Items

SGA Elections Updates (April 17)

Land Acknowledgement (April 17)

AI Policies (May 8)

Operating Budget (May 8)

9. Other Business

No other business was brought forward.

The meeting was adjourned at 11:46 a.m.

Summary document assisted by Claude AI.

Please advise the President’s Office of any suggested changes to these meeting minutes.