

**Institutional Policy and Planning Committee (IPPC)**  
**Annual Report, 2010-2011**

July 18, 2011

The IPPC met 15 times during the 2010-11 academic year. In addition, the various subcommittees of IPPC met regularly to address their specific agendas and prepare items for consideration by the full committee. The year was marked by transitions: President Glotzbach was on sabbatical for six months (ably replaced by Vice President Kress) and Ann Henderson (Registrar & Director of Institutional Research and a long-standing member of IPPC and many other committees) retired mid-year. The year was also filled with complex issues—some of which will require the continued attention of IPPC. For details about the issues reported below, you can access complete minutes of the year's meetings (thanks to Barbara



**FY 2012 Capital Budget:** IPPC endorsed the FY 2012 capital budget to be submitted to the Board of Trustees. However, as was made obvious in the detail provided in the capital budget, the College continues to defer projects that will eventually need to be completed. [4/8/11, 4/22/11]

**Scribner Village Replacement:** Dean Calhoun and Vice President West kept IPPC apprised of changes in the design of the Scribner Village replacement. IPPC was fully supportive throughout the process, which culminated in the issuance and funding of a bond to support the project (in combination with generous gifts from the Sussman family and an anonymous donor). [9/10/10, 9/24/10, 12/17/10, 2/4/11]

**Other Issues**

**Optimization:** As the term is used here (and elsewhere in campus documents), “optimization” has to do with determining the optimal size of the student body relative to college resources. Before departing on sabbatical, President Glotzbach entrusted Acting President Kress with initiating discussions and gathering data regarding optimization. Acting President Kress and Cabinet explored the question of whether the range of potential Net Fiscal Enrollment (NFE) head counts that the College would reasonably consider was sufficiently broad as to constitute a real strategic decision point. Cabinet members provided data from each area regarding current capacity, staffing, and facilities needs. Cabinet reached the conclusion that the current NFE of 2450 was definitely taxing existing resources. IPPC agreed with Acting President Kress’s position that a decision to increase the NFE by some modest number did not amount to a major strategic decision. Thus, it became clear that optimization discussions should focus less on student body size and more on ways that the college could best address its educational mission. Many related discussions and decisions about strategic priorities and resources (e.g., should budgeting be based on a NFE of 2280—as is currently the case—or should it be changed?; what level of financial aid—the discount rate—would be optimal for attracting prospective students to the college?; how many faculty

would be needed to deliver the curriculum to those students—and how should they be distributed over departments and programs?) are ongoing. [9/10/10, 10/22/10, 12/17/10, 5/5/11]

**Faculty Parental Leave Policy:** Acting Dean Rubio presented a revised Faculty Parental Leave policy, acknowledging the key role played by Kathy Carter, the retiring Assistant Director of Human Resources for Benefits and Labor Relations. The revised policy should result in fewer disruptions to the student's classroom experience, while bringing the college into closer alignment with our peer institutions. IPPC voted to approve the revised policy, pending funding that was also ultimately approved. [12/3/10, 12/17/10]

**Transition and Transformation:** Last year, IPPC reviewed President Glotzbach's Strategic Renewal document (<http://cms.skidmore.edu/planning/upload/Strategic-Renewal-5-17-10.pdf>), which, referencing a priority initiative set forth in the College's *Strategic Plan*, included a section about Transition and Transformation. However, it was not until Spring 2011 that IPPC heard a substantive report about this initiative. IPPC also learned in the spring that, based upon a draft report from the working group, resources would be requested for this initiative in the FY 2012 budget and a presentation would be made to the Board of Trustees. Some of the recommendations resulting from that group were controversial (e.g., what role should faculty play in preparing students for life after graduation?). However, the process by which the ad hoc committee was constituted was definitely controversial, because FEC was not consulted in the establishment of the group as required by the *Faculty Handbook* (p. 213). As the academic year ended, efforts were made to resolve the controversy. [2/4/11, 2/18/11, 3/4/11, 3/25/11]

**Space Planning Working Group:** The Space Planning Working Group did important work throughout the year (e.g., decisions about space related to the Filene renovations). Future renovations would likely benefit from input from such a group, so IPPC agreed to extend the group for another year, with discussions next year about establishing a permanent group. [9/24/10, 5/5/11]

**Separation of FEC and IPPC:** In the last faculty governance reorganization, faculty representatives on IPPC were also members of FEC. However, in the intervening years, the connections between FEC and IPPC were often minimal. For a variety of reasons, this year the faculty approved a change in which members of IPPC would no longer be members of FEC. However, the two groups will remain apprised of one another's work through routine communication between the Chair of FEC and the Vice Chair of IPPC. [3/25/11]

**Subcommittee on Responsible Citizenship:** The Responsible Citizenship Task Force recommended that a subcommittee of IPPC (Committee on Responsible Citizenship) be established. IPPC voted to accept the recommendation to establish a new subcommittee. It was later noted that the *Faculty Handbook* requires consultation with FEC in order to constitute a new all-College subcommittee.

Given the late date of the recommendation, formal establishment of the subcommittee would likely occur in Fall 2011. [4/22/11]

**All-College Policies:** This year, IPPC dealt with a number of different all-college policies (see below). Work remains to be done on the processes involved, but IPPC began to consider a process for implementing such policies, as well as determining a repository for the policies once approved. [3/25/11]

**ADA Advisory Group:** Dean Calhoun reported to IPPC about a group formed to study the college's compliance with the Americans with Disabilities Act (ADA). The group would continue working on the issues for a limited time, but (given the long-term implications of the ADA) will likely need to become a permanent committee in the future. [12/17/10]

**Sexual Misconduct Policy:** Dean Calhoun reported on the efforts of the Sexual Assault Task Force, which resulted in a revised Sexual Misconduct Policy. IPPC discussed the revisions, with the work of the Task Force continuing. [9/10/10, 10/8/10]

**Intellectual Property Policy:** Acting Vice President Poston, joined by Director of Sponsored Research William Tomlinson, reported on the new Intellectual Property Policy and Invention Disclosure Form (produced by the Intellectual Property Working Group). IPPC endorsed the policy, which needs to be discussed with other campus constituencies. [3/4/11]

**Standards of Business Conduct Policy:** Barbara Krause reported on the work of the Standards of Business Conduct Policy Working Group. Their work resulted in four separate policies (Standards of Business Conduct, Conflict of Interest, Conflict of Commitment, and Whistleblower). IPPC endorsed the



## **IPPC Membership 2010-2011**

*Chair* Philip Glotzbach, President (until 10/31/2010 and after 4/30/2011)  
Susan Kress, Acting Pres

Paul Calhoun, Interim Dean of Special Programs  
W. Rochelle Calhoun, Dean of Student Affairs  
Michael Casey, Vice President for Advancement  
Gail Cummings-Danson, Director of Athletics, administrative/professional  
representative  
Michael Ennis-McMillan, Anthropology, and Chair, Committee on