

**INSTITUTIONAL POLICY AND PLANNING COMMITTEE
MEETING MINUTES
December 14, 2012**

PRESENT: President Philip A. Glotzbach, Chair; Erica Bastress-Dukehart, Vice Chair; Michael Arnush,

Function: The IPPC advises the President with regard to strategic planning, taking a comprehensive view of significant issues affecting the College. In so doing, it serves as the central deliberative body for all-college governance. More specifically, IPPC advises the President on all policy areas, with primary responsibility for those areas beyond the purview of faculty governance (such as budget and financial planning, benefits, environmental issues, admissions and financial aid, student affairs, and advancement).

The President chairs the IPPC; an elected member of the faculty serves as Vice-Chair.

working group charged with developing a draft Standards of Business Conduct Policy. President Glotzbach reminded IPPC that various pieces of the policy are required legally and, in any case,

5. The working group will decide other procedural steps based on those conversations and the newly adopted Policy on College Policies.
- 6.

ATTACHMENT 1

Diversity and Inclusion at Skidmore College

Skidmore College is committed to fostering a diverse and inclusive community in which members develop their abilities to *live in a complex and interconnected world*. Consistent with our educational mission, we strive to be a community that respects individual identities based on varying sociocultural characteristics, such as race, ethnicity, gender identity and expression, sexual orientation, national origin, first language, religious and spiritual tradition, age, ability, socioeconomic status, and learning style. We aspire to help create a socially just world that honors the dignity and worth of each individual, and we seek to build a community centered on mutual respect and openness to ideas—one in which individuals value cultural and intellectual diversity and share the responsibility for creating a welcoming, safe, and inclusive environment. We recognize that our community is at its best when all members participate fully in the spirited and challenging conversations that are at the center of the College's educational mission.

- a. The responsible Cabinet member will submit a written proposal to IPPC. The proposal should include a rationale, charge, working group membership, and timeline.
- b. IPPC will review the proposal and take ultimate responsibility for charging and constituting a working group.
 - i. IPPC will consider the proposed charge, make any revisions it deems appropriate, and approve the final charge and timeline. IPPC will notify the Faculty Executive Committee (FEC) and the Student Government Association (SGA) Executive Committee of the approved charge and timeline. FEC and the SGA Executive Committee will inform their constituencies that this work is under way.
 - ii. IPPC will determine the composition of the working group, conferring as appropriate to identify the membership and the method of selecting or electing various members. In particular, IPPC will confer with the Dean of the Faculty/Vice President for Academic Affairs (DOF/VPAA) and FEC on the balance of faculty representation and on the selection or election of faculty members, and with the Dean of Student Affairs and the SGA Executive Committee on the selection or election of student members.
- c. The working group will develop a draft policy and bring it to IPPC for review. Once IPPC is satisfied with the draft policy, the working group will identify a process for disseminating and seeking comments on the draft policy.
 - i. Possible groups and committees whose advice may be sought include Cabinet members and their staffs, Human Resources, appropriate governance committees, and the SGA Senate.
 - ii. Members of Cabinet will be responsible for ensuring that the draft policy has been disseminated in their respective areas and discussed by those who may be most affected.
 - iii. The President is responsible for discussing a draft policy with the Board of Trustees, as the President deems appropriate.
 - iv. The DOF/VPAA (as a member of IPPC) and FEC will confer to consider how best to solicit faculty input on the draft policy. Proposed policies of particular significance to the faculty may be presented at an open community meeting, at a Faculty Meeting, at Academic Staff, and/or in other venues.

Depending on the policy, the role of the faculty could include:

Receiving notification of the policy.
Presentation of the policy at a Faculty Meeting for discussion
and comment.

- g. A report of actions relating to the proposed policy will be recorded in the IPPC Annual Report.
3. Any member of the College community who wishes to propose a College policy should contact a member of Cabinet, the IPPC, or other appropriate committee with a written proposal. Depending on the nature of the policy, the procedures to be followed may be as in Section 1 or Section 2 above.
4. Each approved College policy shall include a designation of a “Responsible Office” that is responsible for administering the policy. The Responsible Office is responsible for notifying affected members of the College community of the adoption or modification of a College policy prior to its effective date and for maintaining the current approved version of the policy.
5. Responsible Offices will ensure that College policies in their areas are available on an appropriate College website. Where useful, links to other appropriate websites (e.g., *Faculty Handbook*, *Employee Handbook*, *Student Handbook*, Human Resources,