



**INSTRUCTION PLANNING COUNCIL
MEETING MINUTES OF**

Friday, March 7, 2014
9:30 am – 11:30 am
Building 6, Room 112

Members Present: Alicia Aguirre (Curriculum), Gregory Anderson (VPI), Valeria Estrada (Librarian), Patty Hall (Honors), Linda Hayes (Dean), Chialin Hsieh (Dean), David Johnson (Dean), Nicholas Martin (Counseling), Supinda Sirihekaphong (Classified), Anniqua Rana (Basic Skills), Carol Rhodes (SLO), Janet Stringer (Dean), Javier Santos (ASCC), Diva Ward (Classified).

Guests: Doug Hirzel, Misha Maggi, Candice Nance.

1. Approval of Agenda – Approved

2. Approval of Minutes – November 15, 2013 – Approved

3. Business

A. Replacement of Frank Austin with Diva Ward, Learning Center Manager - Approved

B. Revision of Program Planning process and revised Comprehensive Program Planning doc.

Doug Hirzel, ASGC President, presented the revised document and discussion followed. Members of the committee who redesigned the document included Patty Hall, Chialin Hsieh, Doug Hirzel and Carol Rhodes.

In redesigning the form, the question considered was if we want a short Annual Plan with a Comprehensive Program Review every 3 years or a Comprehensive Program Review (all 22 items) every year. The subcommittee identified eight resource requests such as new staff, instructional equipment, research, and fourteen different blocks of analysis.

The following are components of the draft document: Executive Summary, Mission, Articulation, Labor Market, Curricular Changes, Progress Report, Impact Of Resource Allocations, Connection & Entry – Observation, Connection & Entry – Evaluation, Progress & Completion – Observation, Progress & Completion – Evaluation, Transfer Success, Equity, SLO Assessment – Methods, SLO Assessment – Impact, PLO Assessment – Methods, PLO Assessment – Impact, Strategic Action Plans.

It was suggested that Transfer Success be deleted since we currently do not have the data, and to

delete Equity since it is already covered in another question. It was also suggested that a “No Change” option be included as an answer to all questions. Another suggestion is to give faculty a way to think creatively by suggesting in offering a class at night or weekend to meet student needs. It was suggested that a table be created in the Strategic Action Plans question.

Doug Hirzel mentioned that he is encouraging ASGC to review the Annual Program Plans with IPC and IPC make recommendations to PBC.

Dough also mentioned that the Academic Senate, Deans and Carol Rhodes are working on an application for reassigned time. Purpose of the application is for transparency on the process of reassigned time. There will more discussion on this topic.

It is the intent that the revised Annual Program Plan will be available by Fall 2014 semester.

C. Form task force to revise feedback form for Comprehensive Program Plan

Taskforce members are Alicia Aguirre, Anniqua Rana, and Chialin Hsieh.

D. Review Draft Strategic Enrollment Plan

Gregory Anderson announced that the feedback is due March 12. IPC will have another review on 3/21 meeting before it goes to PBC on 3/25

E. Student Engagement Plan

Misha Maggi presented the Student Engagement Plan. Discussion and suggestions were given on the following areas:

CONNECTED

1. Every student makes significant connection with another person as soon as possible upon arriving at the college.

ENGAGED

2. Key intake programs including orientation, assessment, advisement, and placement will be integrated and mandatory

4. Adjournment

The meeting adjourned at 11:35 am.