

## Cañada College Instructional Planning Council

2/10/09 Meeting Minutes

9-354, 9:00 -11:00 AM

Present: Janet Stringer (acting chair), Carol Rhodes, Patty Dilko, Rita Sabbadini, Linda Hayes, Greg Stoup, Jenny Castello, Salumeh Eslamieh

Absent: Jonna Pounds, Sharon Finn, Denise Erickson, counselor, students

1. Meeting was called to order.
2. Agenda was adopted. Agendas will be sent out at least 72 hours before future meetings.
3. Patty Dilko was identified as the faculty co-chair.
4. Regular meeting was identified: First and third Fridays of the month from 10:00 – 11:30 AM. Next meeting is March 6.
5. Planning structure was reviewed.
  - Co-chairs will alternate reporting to College Planning Council
  - Co-chairs will meet with Aja Butler to recruit student representatives.
6. Planning of mission statement for this council.
  - All the members will work on drafting a mission statement. Mission statement should support College mission statement.
  - Bylaws also need to be written; bylaws of College Planning Council can be used as a guide.
7. Review the role of this council.
  - A. Develops, implements, and evaluates an Instructional Program Plan cycle (including staffing, instructional equipment and facilities needs)IPC makes recommendations about policy.
    - IPC sets up sequence and processes for large Instructional Program Plan.
    - Biannual Program Review documents need to be simplified and done on an annual basis so that information on instructional equipment and hiring is current.
    - District –level data is Fall to Fall, but it is not ready until March; we need it sooner.
    - Hiring justifications presented in October for prioritization from previous year's Program Review but usually no hires until spring or summer for Fall.
    - Instructional equipment money comes in November so requests from previous year's Program Review need to be in place and ready.
    - We need a calendar that shows when all budget cycles are, when money comes in from the State to coordinate planning cycle.
  - B. Integrates Instructional Division Plans
    - There is confusion about what Instructional Division Plans are. Are they two-year curriculum plans? Are they plans for new programs? Whatever they turn out to be, the IPC will be one place to vet them.
    - There are new many opportunities from the State to start new programs, but we need someone to oversee this effort.

- Grant opportunities that Deans identify can be brought to the IPC.
  - Do we need/have a process to incubate new programs?
  - We need a VPI who is initiative-driven, who has vision.
- C. Makes recommendations about policies and procedures related to Instruction
- Should the IPC take over the Curriculum Committee's role with Program Review?
  - How can peer review fit into the revitalized Program Review process?
  - Program Review committee is an ad hoc committee of the Academic Senate.
  - We need to add rigor to the bylaws of IPC related to the Instructional Program Plan cycle.
- D. Makes recommendations to College Planning Council regarding prioritization of resources advancing the Strategic Goals regarding Instruction
- Budget committee informs IPC about costs.
  - There should be a yearly review of Strategic Plan goals built in.
- E. Meets twice (maybe once) a semester with Student Services Planning Council to communicate and integrate plans
- There should be an agenda at this meeting.
  - We should call for this meeting now to discuss Program Review.
- F. Evaluates proposals for new instructional programs and instructional program discontinuance
- District should help to scout out new programs.
  - A fulltime person to work on partnerships with community would be ideal.
- G. This role is new: Supports College Accreditation review process and self-study
- Part of first yearly meeting every year is to review mission statement and align with the College's mission statement – build into the first meeting each year.

Products: Development of the Instructional Strategic Plan, development of criteria for annual assessment of the instructional planning outcomes and instructional planning processes, prioritized recommendations to advance the Strategic Goals regarding instruction, policies, procedures, and recommendations regarding Instruction.

- Members will get or be provided a copy of the Educational Master Plan, the most up-to-date copy.

- The Instructional Strategic Plan is embedded in the Educational Master Plan; it needs to be teased out and made explicit.
- Criteria for assessment of planning outcomes and processes need to be explicit.
- Status reports need to be posted.

**Homework for next meeting:**

Secure students: Janet and Patty      meeting schedule: done      Bylaws (use CPC): Janet

Mission statement: Greg      minutes: Jenny      Budget cycle from Vickie: Rita

Copies of Ed Master Plan: Patty to Maggie

**Agenda for next meeting: Friday, March 6, 10:00 -11:30 AM in ? 9-354 again?**

- Finalize mission statement and bylaws
- Report on SLOAC and Institutional SLOs
- Program Review timeline information and calendar