



**INSTRUCTION PLANNING COUNCIL
MEETING MINUTES OF**

Friday, May 1, 2015
9:30 am – 11:30 am
Building 6, Room 112

Members Present: Gregory Anderson, Dani Behonick, Valeria Estrada, David Hamilton, Chialin Hsieh, David Johnson, Jessica Kaven, Alexandra Wildman for Andee Liljegren, Nicholas Martin, Anniqua Rana, Jeffrey Rhoades, Carol Rhodes, Alexandra Wildman.

Members Absent: Supinda Sirihekaphong.

Guests: Doug Hirzel, Michelle Marquez.

1. Approval of Agenda – Amended #3 Business A. - Approved unanimously

2. Approval of Minutes – April 3, 2015 - Approved unanimously

3. Business

A. Follow up on Resource Requests: Equipment, IT, Facilities, Personnel, Research, Others

Gregory Anderson reported that all resource requests identified on the program review documents has been forwarded to the next step.

Personnel – President Buckley will announce which positions will be funded.

Equipment – going through to Vice President of Administrative Services, then to the Technology Committee.

Facilities – there are two new buildings to be built and a few renovations (these are not from this year's request). VPAS Marquez is processing classroom requests.

Research – not many requests from the program review cycle and responded to them. PRIE will be working on a documentation when requests are made and completed.

Professional Development – there were no requests.

Carol Rhodes was recognized by colleagues for her work as IPC Co-Chair and commitment to the college.

B. Institutional Effectiveness Goal Setting

Michelle Marquez presented background information about the state requiring community colleges to develop, adopt and post a goals framework that addresses the following four areas: student performance and outcomes, accreditation status, fiscal viability, and programmatic

compliance with state and federal guidelines. This requirement is a condition of receipt of Student Success and Support Program (SSSP) funds.

All constituent groups are to discuss this and overall goals recommendation will be discussed at the Planning and Budgeting Council meeting on May 20 where it will be formally adopted. This is due to the State Chancellor's office on June 15, 2015.

C. Program Review presentations

Carol Rhodes, IPC Co-Chair, proposed that program review presentations be completed at IPC instead at Curriculum Committee for IPC is responsible for reviewing program reviews. IPC members agreed with this recommendation. Dani Behonick, Curriculum Committee Chair will take the recommendation to the Curriculum Committee for their approval.

D. Evaluation of Participatory Governance process regarding IPC

- a. Carol Rhodes a survey was sent out campus-wide on how well the governance process is working.
- b. The document "Summary of IPC work 2014-2015" was presented and it stated the following:
 - Completed revision of Feedback Form to correspond to revised Program Review Form and to encourage useful comments from reviewers.
 - Coordinated calendar for review process w/ Academic Senate and Curriculum Comm.
 - Reviewed Program Plans for 21 programs and completed feedback forms. Involved more faculty and gave stipend to PT Faculty for participation.
 - Reviewed and commented on Reports and Plans: Student Success and Support Program Plan and Budget Plan, Accreditation Follow-Up Response, Technology Plan,
 - Strategic Enrollment Plan, Student Equity Plan, EMP Progress Report, Assessment Manual, Professional development under ACES, Student Engagement Plan, College Benchmarks
 - Contributed to discussions of hiring priorities; advised President Buckley during two cycles of hiring decisions.
 - Worked with ASGC to establish new process for reassigned time requests. Reviewed over a dozen requests and advised VP Anderson via written comments and questions.
 - Reviewed the proposal for GE Thematic Pathways at Cañada. Proposed IPC as the oversight group to provide support for this fledgling program.
 - Evaluated IPC performance, including participatory governance process, for 2014/15 year.

E. Membership

1. Jessica Kaven was nominated to be next year's IPC Co-Chair and there were no other nominations. Jessica indicated her acceptance and she was acclaimed. Jessica's nomination was approved by acclaim.

2. More faculty involvement is needed in IPC. Discussion included non-divisional representation vs divisional representation. A recommendation was made to add CTE and GE Thematic representatives.

4) Adjournment

The meeting adjourned at 11:30 am