



**INSTRUCTION PLANNING COUNCIL
MEETING MINUTES OF**

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

Members Present: Gregory Anderson (VPI Co-Chair), Linda Hayes (Instructional Dean), David Johnson (Instructional Dean), Andee Liljegren (ASCC), Anniqua Rana (Basic Skills), Carol Rhodes (SLO), Supinda Sirihekaphong (Classified), Lina Tsvirkunova (ASCC), Diva Ward (Classified).

Members Absent: Danielle Behonick (Curriculum Committee), Valeria Estrada (Library), Chialin Hsieh (Dean), Jessica Kaven (HTP), Nicholas Martin (Counseling).

Guest: Michael Hoffman, Nathan Staples.

1. Approval of Agenda – Approved unanimously

2. Approval of Minutes – October 3, 2014 – Approved unanimously

3. Business

A. Technology Plan

Linda Hayes and Nathan Staples presented the Technology Plan. They provided background of the plan and explained the development of the plan. The Technology Committee is a subcommittee to the Planning and Budgeting Council and a liaison between IT, faculty, and college community. The goal is to make technology accessible to everyone on campus, establish guidelines, and get feedback on the type of trainings needed for the college community. 2013-2014 summary was presented that included accomplishments of set goals, replacement of computers and equipment, technology allocation and expenditures, technology effectiveness and needs survey results.

- 2013-2014 Goals accomplished:
 - Technology Goal 1: Continually promote, improve, and expand the use of technology in the teaching and learning process by providing staff development for all faculty and staff that makes their work more efficient and more productive. Training will be available on campus and at the District Office for new software, hardware, and classroom equipment.
 - Technology Goal 2: Provide the technology infrastructure to continually improve the operations and services of the college. The infrastructure is routinely monitored and updated to allow the college to move forward seamlessly as the technology changes.

- Technology Goal 4: The Research Office will provide resources and training which assist faculty in the analysis of instructional data and accompanying changes in instructional methods. This necessary service is in accord with the use of course and program SLOs. This service will expedite reporting, data collection and research efforts and include data-modeling and performance measurement.
- Technology Goal 5: Strategic goals for the acquisition, implementation, maintenance, and ADA compliance of technology will be delineated, undergirding the strategic planning goals emanating from the vision for the college and identified by the college community through the shared governance process. In the Educational Master Plan for 2012-2015, vetted and approved by all shared governance bodies at the College, the four strategic directions include teaching and learning, completion, community connections, and global and sustainable.
- Technology Goal 6: Ascertain that state of the art adaptive and assistive technology is available to all students possessing any form of learning and or physical difference.
- Technology Goal 7: Continue to develop processes on campus that facilitate faculty and staff access to addressing their technology needs.
- 2013 – 2014 Replacement of Computers and Equipment - a spreadsheet was created to inventory equipment issued to each Cañada employee.
- 2013 – 2014 Technology Allocation and Expenditures - there is available balance to all funds allocated for technology.
- 2013 – 2014 Technology Effectiveness and Needs survey results:

In May 2014, the committee distributed a survey to faculty and staff to assess current technologies on campus, and possible needs for future technologies. There were 81 respondents and the results were:

- Over 90% use technology for communication and 80% use it for teaching and learning.
- 38% indicated that current technology doesn't meet all their needs. This shows the need to research additional technology resources and more extensive trainings to utilize all of the resources.
- 60% indicate that current measures of input was sufficient.
- 30% teach a Hybrid course.
- Hardware and software has been provided across campus
- Web Access training has been provided but more training is needed
- Annual program plan should be used to document technology needs

The goals and objectives for 2014-2016 were presented:

- Goal 1: Optimize the use of new and existing technologies throughout the College by providing technology-related professional development resources to faculty and staff.
- Goal 2: To establish the technology infrastructure to continually improve the operations and services of the college.
- Goal 3: Ensure that compliant and current adaptive and assistive technology is available to all students possessing any form of learning and or physical difference.

The following were recommended:

- Adjust Objective 1.3 to be more specific about personnel needs to implement technology plan.
- Creating a regular maintenance schedule that included software updates, replacement of batteries in remotes.
- Improve on communication between users and district and IT personnel.

The technology request form is usually not used since faculty go the Division Dean to request their needs.

B. Student Equity Plan

Anniqa Rana and Michael Hoffman presented the Student Equity Plan. There was discussion on the Student Equity Plan and reviewed data. The Professional Development part will be a cohort of faculty and students in which the learning community concept will be applied. New acronym- ACES. The 11/26/14 Flex Day will have a discussion on Professional Development 9:00 am – 12:00 pm.

C. EMP Progress Report

There was discussion about the Educational Master Plan Progress Report. The discussion included the need of evidence for updates and the need to have links to supporting documents, as is done in the Program Plan documents. Specific comments for the objectives were:

- Objective 2.1 - report focusses on outreach in general but not on particular instructional programs
- Objective 2.2 - how do students find out about Math Jam and Word Jam? Between application and orientation, how do students know about the jams?
- Objective 2.11- no mention of A2B for transfer
- Objective 1.2- read like an activity and assessment was unclear
- Objective 1.5 - was unclear on data? Where does the data come from to identify “need”?
- Objective 2.9 - was unclear about “bureaucratic barriers and removal of them

D. Assessment Manual

There was discussion about the Assessment Manual. Included in the discussion was that the manual was a collation of existing policies, and includes the following: guidelines, purpose of assessment, goals, objectives, student learning outcomes.

The document needs to be shared with faculty.

E. ACCJC College Report, District Report * Chialin Hsieh/Gregory Anderson Discussion

It was announced that the ACCJC team will arrive on 11/12/14 for a brief visit and meeting with a group of campus employees. They will meet with the Curriculum Technical Review committee for thirty minutes followed by a meeting with VPI Anderson. There was discussion about policy on updating curriculum. The college has already demonstrated that we have followed up on the recommendation.

F. Announcements

- 11/11/14 is flag pole US marines and followed by Veterans presentation
- 11/21/14 IPC meeting is cancelled.
- 11/26/14 – Professional Development academy during Flex Day.
- The ALL division is currently having an emergency hire for the Women's Soccer Coach.

4) Adjournment

The meeting adjourned at 11:20 am.