



**INSTRUCTIONAL PLANNING COUNCIL
MEETING MINUTES OF**

**Friday, February 19, 2016
9:30 am – 11:30 am, Building 2, Room 10**

Members Present: Gregory Anderson, Nick DeMello, Valeria Estrada, Maria Huning, Andee Liljegren (ASCC), Nicholas Martin, Anniqua Rana, Alexandra Wildman (ASCC), Heidi Diamond

Members Absent: Danielle Behonick, Michael Hoffman, Chialin Hsieh, Jessica Kaven, Adolfo Leiva, Katie Osborne, Janet Stringer

Guests: Erin Moore, David Johnson

1. Adoption of Agenda

Motion – Approve as presented

Discussion – None

Abstentions – None

Approval - Approved unanimously

2. Approval of Minutes – February 05, 2016

It was suggested the replacement of the first unnumbered bullet in section B with:

It was noticed that requests in a structured format were easier to evaluate. Finding the information needed was more difficult with requests submitted in essay format.

Reviewers observed many of the activities listed as justification for reassignment seemed to be specifically disclaimed under parts B and C of the contract (as either part of the faculties existing obligation or not eligible for further compensation). The committee suggested applicants address this by either listing only activities not disclaimed or providing additional context and clarification where activities seem to be listed in parts B and C.

When asked to identify how the reassigned time aligned with college plans and initiatives, some applications asserted that the activities aligned but provided little detail as to how they aligned. The committee suggested applicants use this

Motion: Approve the minutes as corrected

Ayes – all

Abstentions – none

Approval - Approved unanimously

VPI Anderson recognized Maria Huning as the college employee of the year.

3. Business

A. Review Reassigned Time Application Process– Discussion

VPI Anderson proposed to first respond to the unanswered questions from last meeting and then open it up for discussion. He gave a background of the previous lack of process for the reassigned time applications and pointed out challenges that were encountered for the same reason.

It was commented that there had been questions about how reassigned time was distributed. In 2014, VPI Anderson recognized that a better standardized process was needed. He contacted all the responsible parties to get the full picture of what was truly needed. He contacted iDeans, IPC and met individually with each faculty and others that provided him with the input needed.

Even after getting this comprehensive and substantial information, it was still challenging to implement the new process fully/completely. Jennifer Hughes, the Interim College President, has examined the new process and is offering more support.

Personalized responses and individual feedback to the applications will not be published this year and instead a chart will state if applications will be fully or partially funded.

It was asked if the reassignment time process could be changed and VPI Anderson assured that the discretionary part could certainly be discussed. It was also stated that the members need to have more context of how to review the applications before they start. Gregory commented that next year the context will be provided before the application is reviewed. He provided the requests and FAQ at the website:

<http://www.canadacollege.edu/ipc/reassignment.php>

It was asked how and why some grant funded reassignment time was allocated. VPI Anderson responded that one of his criteria was that the grant was not part of the AFT contract, that it was directly related to the faculty member area of expertise.

VPI Anderson encouraged member to rely on the evaluation process this year because of the effort that was put into it to make it better. He also commented that in the future the Deans will ask faculty to turn in their justifications and program review 2 or 3 days earlier for them to help evaluating the applications. The discussion focused on if the guidelines were clear as one is completing the application. It was agreed that the specifications could have been unclear.

Members considered that applications are different and even with clear guidelines some applications are difficult to be reviewed. VPI Anderson commented that applications need to be supported by data. They should not just assert campus objectives that will be accomplished but show how proposed activities accomplish these objectives.

VPI Anderson confirmed that the next steps will be to:

- Look at applications with proposers, Deans and others
- Make the decision to fully or partially fund the position

- Share results with IPC Committee

C. Enrollment Updates – Information, Discussion

VPI Anderson explained that the previous enrollment management was ineffective and declining on enrollment for a couple of years was proved. It was also noticed high demand of students and no classes available. It was better to create classes for the demand instead of space for the classes available. While the District had the bond many students got access to classes but when money dried up, students transferred and with the economy better, students were given more jobs... Enrollment was lower and he came in with a vision of spending less money and getting more students enrolled.

To make the new process succeed, Faculty, VPSS and Counselors were contacted directly to provide accurate information about student's needs to decide which classes were going to be offered.

- A lot of work was done before publishing the schedules. The plan was to do it right from the beginning.
- For two weeks, daily enrollment status was provided to the Deans, so that immediate adjustments could be made for classes not being filled or the need for shifting classes timing were being offered. Deans were in meetings frequently and communicated immediately with their faculty who struggled to adapt because they were used to the process of waiting to reach the goal of number of students.
- Dean Anniqua Rana added that an effective follow-up plan was used to give students the alternative of entering other classes when their current classes were being cancelled.
- ASCC representative, Andee Liljegren, noted that after these changes were implemented, 2 years ago, she had still noticed classes being cancelled one week before the beginning of classes. Counselor, Nicholas Martin, also noted classes being canceled after classes started.
- VPI Anderson carefully explained that there were very few exceptions and that before canceling them, Deans and Faculty assured that students were placed in other classes and were not going to lose the opportunity to earn the units they needed and that any cancelation wouldn't affect these students in any way possible.
- Counselor Nicholas Martin explained that counselors often help students getting classes after semester begins and VPI Anderson clarified that retention on late start is much lower and the reason is that the accelerated classes don't work for many students.
- Suggestions were made to find out the number of students in this situation and their status such as continuing or new students to decide if it is appropriate to offer late start classes and online classes because students need the units.

VPI Anderson presented enrollment statistics which are recorded in his

2016 IPC Enrollment Presentation at:
www.canadacollege.edu/enrollment/index.php

B. Professional Development – Discussion

Erin Moore – Director, Professional Development and Innovation sought the attendees' impression of professional development in a college. She is reaching out to a number of groups to develop a plan. She invited the members to discuss what professional development is, the purpose, and future plans. There was a variety of feedback from different areas expressing interest and need for professional development. Erin took notes and will share her mission statement and plan with the college community soon.

D. Reminder: Instructional Program Reviews due by end of February via SPOL Information

VPI Anderson announced that instructional Program Reviews are due by 02/29/2016 and that Dean Chialin Hsieh may be contacted for any questions.

4. Adjournment

The meeting adjourned at 11:27 am.