



**INSTRUCTIONAL PLANNING COUNCIL  
MEETING MINUTES OF**

**Friday, March 18, 2016  
8:30 am – 12:00 pm, Building 2, Room 10**

**Members Present:** Gregory Anderson, Danielle Behonick, Nick DeMello, Heidi Diamond, Valeria Estrada, Michael Hoffman, Chialin Hsieh, Maria Huning, Jessica Kaven, Katie Osborne, Anniqua Rana, Janet Stringer, Alexandra Wildman (ASCC)

**Members Absent:** Adolfo Leiva, Andee Liljegren (ASCC), Nicholas Martin

**Guests:** Eli Agkelos-Solari, Chris Burns, Jason Chang, Douglas Hirzel, David Johnson, Scott Koppel, Cynthia McCarthy, Gerardo Pacheco, Diana Tedone, Po Tong, Marie Varelas-Bojnowski, Diva Ward

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**1. Adoption of Agenda**

**Motion** – Approve as presented

**Discussion** – None

**Abstentions** – None

**Approval** - Approved unanimously

**2. Approval of Minutes – February 19, 2016**

**Motion:** Approve the minutes

**Discussion** – None

**Abstentions** – Eli Agkelos-Solari, Jessica Kaven

**Approval** - Approved unanimously

**3. Business**

**A. Space Planning Committee– Action**

VPI Anderson expressed the need to have a designated representative for IPC's interest at the Space Planning Committee. It was determined that Diana Tedone already attend this committee meetings but to represent Library instead of IPC committee. Katie Osborne showed interest in representing the IPC committee at the Space Planning Committee.

**Motion** – Approve as presented

**Discussion** – None

**Abstentions** – None

**Approval** - Approved unanimously

## **B. Reminders:**

Co-Chair Kaven announced that the IPC meeting on May 06<sup>th</sup> will host the Instructional Program Review Presentations for Art, Athletics, Dance, Kinesiology, Music and Theatre Arts department. She emphasized that these presentations will not only give members and guests the opportunity to learn about these programs but also to provide feedback.

It was also mentioned that it is important that members be inclusive and suggest topics for future IPC meetings because many of the items brought up to this committee serve as informational items for later discussions.

## **C. SPOL**

Doug Hirzel demonstrated step by step the use of SPOL (Strategic Planning Online) to facilitate the Instructional program review process. He showed them how to read each of the programs, view their objectives and future plans and explained how to upload their feedbacks to SPOL. It was mentioned that this program is designed to track exactly where reviewers are with the revision. Reviewers asked clarification about the meaning of approving each of these programs in SPOL. VPI Anderson responded that feedbacks were completed and submitted once reviewers approve the programs.

## **D. Instructional Program Reviews – Information**

It was mentioned that last year program reviews were not consistent because boxes were not checked and therefore, authors were not clear of IPCs feedback and recommendations. It was asked that feedback be listed for every department to avoid confusion this year.

Co-chair Kaven assigned members and volunteers into groups to review seventeen Program applications. Currently, there were eight groups which gradually increased to twelve groups to facilitate and ensure accuracy and completion of the revision. All feedback forms were submitted and approved through SPOL.

## **4. Adjournment**

The meeting adjourned at 11:27 am.