



**INSTRUCTIONAL PLANNING COUNCIL  
MEETING MINUTES OF**

**Friday, February 03, 2017  
9:30 am – 11:30 am, Building 2, Room 10**

**Members Present:** Gregory Anderson, Danielle Behonick, Nick DeMello, Heidi Diamond, Jessica Co-Chair Kaven, Jamie Hui, Maria Huning, Nicholas Martin, Luis Mendez (ASCC), Katie Osborne, Anniqua Rana, Lorena Silva (ASCC)

**Members Absent:** Valeria Estrada, Michael Hoffman, Chialin Hsieh

**Guests:** Allison Hughes, Katherine Schertle

---

**1) Adoption of [Agenda](#)**

**Motion** – approve agenda as presented

**Discussion** – none

**Opposed** - none

**Abstentions** - none

**Approval** – agenda approved unanimously

**2) Approval of [Minutes](#) – November 04, 2016**

**Motion** – approve as presented

**Discussion** – none

**Opposed** - none

**Abstentions** – Gregory Anderson, Nick DeMello and Katie Osborne

**Approval** - approved unanimously

**3) Business**

**A. PBC Update – Maria Huning - *Information***

**i. Governance Manual update**

1. At 1/18 meeting, PBC proposed significant changes to the manual regarding how new positions are selected.
2. Changes: Program Review will be used to approve, choose new positions and PBC will create a master list of all new non-temporary positions for

the president to consult if more budget becomes available. Timeline has changed for new positions that aren't temporary (see [PDF for detailed timeline and updates](#)). 'Categorically-funded' positions are now called 'temporary'--but there are some questions about what 'temporary' really means and how that encompasses all the different types of positions.

a. Co-Chair Kaven suggested including a 'glossary' of these classifications in the document to clarify.

3. Questions and comments from Classified and SSCP

a. Which positions will be picked 'second' if more money comes into the budget

b. How are we confirming that short-term temp positions get priority to become permanent?

c. College Cabinet is not included in this document at all, but also makes these decisions.

d. How do detailed positions fit into this document?

e. Co-Chair Kaven asked how innovation fund is connected to program review and if program review is being checked in this process.

ii. EMP Email went out for feedback

1. Everyone is invited to read the document and send feedback/commentary, due mid-Feb.

2. Maria, Gregory, Anniqua will come back with Strategic Initiatives-basically objectives for goals in EMP and also made a rubric to create some transparency around deciding goals/objectives that move forward.

iii. Promise Programs

1. Currently only at Skyline, scholarship for first generation, first year students to cover what's not covered through financial aid.

2. At Cañada College: start strong, stay strong, finish strong; but not promise because it serves everyone.

**B. [Canvas Update](#) – Allison Hughes – *Information***

i. WebAccess is going away June 6<sup>th</sup>, 2017 and Summer 2017 will be 100% on Canvas

currently reaching out to support faculty transitioning now preparing for those faculty who will be new to Canvas in summer and fall 2017

held trainings for student support staff, tutors, mentors and outreach student staff on Canvas so that they can support students currently working with Instructional Aides in the CBOT lab to have them help students as well

ii. faculty guides and other resources are available on the [Canvas website](#)

iii. current status: 77% of Online courses and 45% of courses are in Canvas during the Spring 2017 semester.

iv. Co-Chair Kaven reminded IPC members that the videos that Allison refers to are not generic videos. Rather, they are directed at felt needs.

**C. Review Request for Reassignment Proposals – Jessica Kaven - *Discussion***

- i. Collecting honest feedback about reassigned time requests. IPC feedback is the most crucial source of feedback for the VPI to make the final decision.
- ii. VPI also collects input from the iDeans, from the Academic Senate, and from the College President and her Cabinet.
- iii. After receiving all the input, the VPI then offers to meet with the departments or individual faculty members who authored the individual proposal.
- iv. Nick Martin reminded everyone that this is a confidential process to protect members of IPC to allow them to give honest feedback.
- v. Danielle Behonick asked what the accountability process is for making sure that reassigned time is meeting up to what they promised to do with their time.
- vi. After the feedback was completed, members were asked to submit written comments on the process. These comments will form the basis for a thorough discussion and evaluation of this entire process.

**D. Announcements – Jessica Kaven - *Information***

- i. Science and Technology and Business, Design and Workforce Departments are up for program review, but everyone should be putting in their requests by the end of February via SPOL.
- ii. Anderson suggested potential upcoming agenda items
  1. Strong Workforce Program implementation processes (especially around new programs)
  2. Pathway / Dual Enrollment discussions -- will need to schedule time with consultants and good for the broader college community
  3. discuss how to improve the college's program revitalization efforts
- iii. Anniqua reminded everyone about the ACES Inquiry Meeting
- iv. Dream Center hosting a Dream Hour in the Learning Center, every Tuesday 12:30-1:30. Faculty are invited to bring their classes.

**4) Adjournment**

The meeting adjourned at 11:30 am.