



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 6th, 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.