



INSTRUCTION PLANNING COUNCIL

Friday, September 18, 2009

9:30 am - 11:30 am

Building 9, Room 354

MEETING MINUTES

- Present:** Jenny Castello, Sharon Finn, Sarah Perkins (Administrative Co-Chair), Jonna Pounds, Byron Ramey (Faculty Co-Chair), Carol Rhodes, Janet Stringer
- Absent:** Patty Dilko, Denise Erickson, Salumeh Eslamieh, Linda Hayes, Rita Sabbadini, Greg Stoup
- Guest:** Romeo Garcia, Martin Partlan, Joan Rosario
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1. Approval of Agenda – Approved

2. Approval of Minutes – September 4, 2009

3. Approval Items

- A. The committee members approved Byron Ramey as the IPC Faculty Co-Chair.
- B. The committee members agreed to continue meeting on the first and third Fridays of the month from 9:30 am – 11:30 am in building 9, room 354 with one exception*. The following are the meeting dates: 10/2/09, 10/9/09*, 11/6/09, 11/20/09, 12/4/09, 12/18/09, 1/15/10, 2/5/10, 2/19/10, 3/5/10, 3/19/10, 4/2/10, 4/16/10, 5/7/10, 5/21/10, 6/4/10, 6/18/10.
** Instead of meeting on 10/16, we will meet on 10/9 (same location and time).*

4. Discussion Items

- A. Faculty presence on IPC is essential for the overall college planning.
- B. The following four of eleven goals in the instruction planning section on page 116 in the Educational Master Plan were reviewed. These four goals were identified by the college as the top guiding broad goals.
 - 1. Base all curricular and programming decisions on data driven strategies.

4. Improve success, retention, and persistence of students who are in basic skill classes, including English as a Second Language.
 5. Improve the persistence and transfer rate of students enrolled in transfer classes.
 6. Support and strengthen the workforce program. Through research and sustained interaction with the business community, pursue new programs and course which reflect the dynamic, occupational needs of the Bay Area economy.
- C. The Program Improvement & Viability (PIV) process and the importance of faculty involvement were discussed. Faculty members are encouraged to look at their programs to determine if it needs to go through the PIV process this year. A draft copy of the PIV process was distributed to the committee members. The process consists of the following: PIV recommendation is submitted to the Academic Senate President, who will forward it to the appropriate Dean, who will then forward it to the appropriate faculty member by October 1, 2009. See attached process.
 - D. There was discussion for the need of a CPC representation in the IPC to facilitate a better communication within IPC, SSPC, and CPC.
 - E. Romeo Garcia, TRiO SSS Director, informed about the program and a new possible grant opportunity to include English as a Second Language (ESL) that will reward the maximum of \$220,000 to serve 140 students. Romeo asked for support from IPC, and the committees concurred.

Cañada Program Improvement & Viability Process

(Fall of 2009 Only)

(Draft 9-2009)

- 1) Recommendations for the programs that should be studied for PIV will be submitted to the Academic Senate President (before the end of September). A recommendation must contain a description of the concern(s) about the program in question. These will be forward to the appropriate Deans who will forward them to the appropriate faculty members by Oct 1-2009
- 2) Faculty in a program that receives a recommendation will, at a minimum, complete or update a comprehensive program review, address the concern(s) cited in the recommendation, and develop plan of action by the end of October 2009.
- 3) The Instructional Planning Council (IPC) will review the recommendation and the response and, if necessary, conduct a discussion with the faculty members in the affected program. By the end of Nov-2009 the IPC will submit a summary of the recommendation and response to the College Planning Council. The ASGC will review the recommendation and response to insure that the process has been followed.
- 4) In December 2009 the CPC will make a recommendation to the college president for each of the affected programs.