



**INSTRUCTION PLANNING COUNCIL  
MEETING MINUTES OF**

Friday, May 20, 2011  
9:30 am – 11:30 am  
Building 9, Room 354

**Members Present:** Alicia Aguirre, Leonor Cabrera, Patty Dilko, David Johnson, Jonna Pounds, Byron Ramey, Rita Sabbadini, Greg Stoup, Janet Stringer.

**Members Absent:** Denise Erickson, Linda Hayes, Sarah Perkins, Carol Rhodes, Sandra Robles.

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**1. Approval of Agenda – Approved**

**2. Approval of Minutes – May 6, 2011 – Approved**

**3. Business**

**I. Educational Master Plan**

The committee worked on latest EMP document that includes feedback from CPC, SSPC, Budget, and Classified. Attached is the document with feedback from IPC. **The committee extensively discussed the addition/revision of the document.**

**II. Accreditation outline**

Greg Stoup reported that the college is preparing for the Fall 2013 site visit and the self-evaluation report, which involves a 2-year planning cycle. The Administrative Council created a plan that will deal with the 2-year cycle and identify candidates to serve on committees that drives the writing of the report. This plan will be brought to IPC in Fall 2011.

Stoup recommended having a committee designed to site visit preparation, which will address the visiting team and have responses for common key questions. For preparation of the report and the site visit, a calendar and committee structure will be circulated.

**III. Comprehensive Program Review**

Greg Stoup confirmed that both annual program plan and 6-year comprehensive program review are required with ACCJC. However, when the 6-year comprehensive program review is due, the annual program plan is only a component the review. In Fall 2011, the committee will look at the

old comprehensive program review and see how it aligns with the annual program plan. Guidance from ACCJC will help with revising comprehensive program review.

#### **4. Adjournment**

The meeting adjourned at 10:33 am.