



**INSTRUCTIONAL PLANNING COUNCIL
MEETING MINUTES OF**

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

Members Present: Gregory Anderson, Danielle Behonick, Nick DeMello, Heidi Diamond, Michael Hoffman, Chialin Hsieh, Jamie Hui, Maria Huning, Anniqua Rana, Lorena Silva (ASCC)

Members Absent: Valeria Estrada, Jessica Kaven, Nicholas Martin, Luis Mendez (ASCC), Katie Osborne,

Guests: Ronda Chaney

1) Adoption of Agenda

Motion – approve agenda as presented

Discussion – none

Opposed - none

Abstentions - none

Approval – agenda approved unanimously

2) Approval of Minutes – February 03, 2017

Motion – approve as presented

Discussion – Nick DeMello suggested the removal of the RRP confidentiality reasons in item c. iv.

Motion - to approve the suggested amendment

Discussion on amendment - none

Opposed on amendment - none

Abstentions on amendment - none

Approval of amendment - approved unanimously

Motion – approve amended minutes

Discussion – none

Opposed - none

Abstentions – none

Approval - approved unanimously

3) Business

A. Review Request for Reassignment Proposal Process – Gregory Anderson – *discussion*

Co-chair Anderson explained the steps of the current process, reminded members of the feedback they provided in the last IPC meeting, and suggested to then decide how the process can be improved.

Process

- i. Academic Senate president announces the start of process to the college community.
- ii. Departments, programs, and individuals develop proposals and submit to dean.
- iii. Deans review and update applications and forward proposals to the office of instruction.
- iv. IPC members review, discuss, and provide feedback on the proposals to VPI.
- v. VPI invites applicants to individual meetings to provide additional information.
- vi. Instructional deans discuss the set of proposals with the office of instruction.
- vii. Academic senate leaders provide their input;
- viii. The process finishes up around April when VPI gather all feedback and provide recommendations to the president and two vice presidents.

02 03 17 IPC members feedback and improvement suggestions

- i. Proposal decisions should include next steps on other ways to support programs.
- ii. Question 11 on RRP form needs to align with college mission.
- iii. Nick DeMello suggests the usage of a template instead of a guide and not a worksheet. If it is to be used as a form to fill out, submit as a pdf because comments get lost in word docs with checkmarks. If using it as a worksheet, it is best to make a presentation out of it. A couple paragraphs could be added at the top and be used as the presentation of applicant's idea.
- iv. Nick DeMello also proposes the enforcement of the submission of a log with concrete proposed activities. He talks about the importance applicants should give to

spending the time on planning where their reassigned time hours are going to be spent.

v. Proposal decision should include next steps to support the program.

vi. Danielle Behonick voiced the need to include a follow up on reassigned time to ensure time was actually used/completed. She explained she focused on that because she has noticed reassigned time renewals. She suggested to include some accounting methods including time logs, report on time, show what was produced, and research completed, etc.

a. VPI Anderson commented on the suggestions by saying that if there will be a process where reassigned time is allocated accordingly to the amount of work - outside contract work - then there will be a need to have a follow-up to demonstrate the accountability for the reassigned time. If applicants plan to create programs and hold advisories, a follow-up is needed to ensure these are also getting reassigned time.

vii. Nick DeMello said to have noticed that reassigned time at De Anza college is given to deal with program development, production of new courses/classes, or to refurbish existing courses.

viii. Ronda Chaney agrees with the current process and comments on understanding both parties, the administration and the RRP applicants. She sees how accountability is needed and explained experiencing challenges, noting activities and figuring out details when she started her fashion design program with Reassigned time provided.

B. EMP Update – Chialin Hsieh - Information

C. EMP Strategic Initiatives – Maria Huning – *Information/Discussion*

Maria Huning asked members to create strategic initiatives by [submitting feedback](#) and [submitting initiatives](#) through the EMP site. She said that these should match up with the 3 Educational Master Plan College goals for the next 3 to 5 years. To prepare members, previous to this meeting, co-chair Jessica Kaven sent them an email stating: “As a committee, we are encouraged to think of ways to expand existing programs/initiatives or come up with new ones that might support our students, faculty, staff, and greater community.” Maria explained that these ideas should be action items and broader to the college community instead of to members departments only.

Educational Master Plan College Goals

(Approved by PBC, December 2016)

Based on the Cañada College campus forums, the following goals have been developed directly from our campus community's feedback for the Educational Master Plan. (To view your feedback, please click on the "+" symbol within the feedback sections.)

Goal	1. Student Completion/Success	2. Community Connections	3. Organizational Development
Goal Description	To provide educational and student services programs that help students meet their unique academic goals; minimize logistical and financial barriers to success; and highlight inclusivity, diversity and equity.	To build and strengthen collaborative relationships and partnerships that support the needs of, reflect and enrich our diverse and vibrant local community.	To invest institutional resources on the structures, processes and practices that focus on a diverse student and staff population, promote excellence, equity, inclusion and transformative learning.
Theme for each Goal (Alphabetical)	<ul style="list-style-type: none"> • Academic/Career Pathway • Student Support Services • Student Success 	<ul style="list-style-type: none"> • Business, Civic, and Non-profit Community Organizations • 4-year Transfer Institutions • K-12 Community Including Adult Schools 	<ul style="list-style-type: none"> • Curriculum Development • Equity • Inclusion • Organizational Structure • Professional Development

D. Announcements – Gregory Anderson - *Information*

i. Instructional Program Review Presentations at IPC on 5/5:

1. Coop Education, ECE, Earth Science, Engineering, Fashion Design, Human Services, Interior Design

4) Adjournment

The meeting adjourned at 11:30 am.