



**INSTRUCTIONAL PLANNING COUNCIL
MEETING MINUTES OF**

**Friday, May 06, 2016
9:30 am – 11:30 am, Building 2, Room 10**

Members Present: Gregory Anderson, Nick DeMello, Heidi Diamond, Valeria Estrada, Max Hartman, Jessica Kaven, Nicholas Martin, Katie Osborne, Anniqua Rana, Alexandra Wildman (ASCC)

Members Absent: Danielle Behonick, Michael Hoffman, Chialin Hsieh, Maria Huning, Andee Liljegren (ASCC), Janet Stringer

Guests: Denise Erickson, Dave Meckler, Anna Budd, Ana Miladinova, Patricia Guevarra and Monica Reynoso

1. Adoption of Agenda

Motion – Approve agenda as presented with a change of the Proactive Registration item to be the first item under Business today

Discussion – None

Abstentions – None

Approval – Approved unanimously

2. Business

A. Proactive Registration *Information*

Patricia Guevarra and Monica Reynoso presented this informational item by providing “an overview of the development of [Proactive Registration](#)” since its very beginning in 2006 led by the ESL department then in Spring 2015 led by Math and English faculty which increased enrollment in Basic Skills courses and finally in Fall 2015 when intrusive registration changed to the successful registration which included Basic Skills: Math, English, ESL and Reading courses. They also shared the highlights of the processes entailed in the collaborative effort which included Basic Skills Student and Faculty for the Proactive Registration Event. As a result of a team effort, this event increased greatly the enrollment which is shown in the Impact Analysis below.

Impact Analysis

Spring 2015	
Participated in the Proactive Registration event	129
Registered for Summer 2015	42 %
Registered for Summer & Fall 2015	32 %
Registered for Fall	65%
Not Registered	24 %

Fall 2015	
Participated in the Proactive Registration event	372
Registered for Spring 2016	99%
Registered at the Proactive Registration event	43%
Registered for Spring 2016, prior to attending the event	48%
Need help completing their registration	2%

Impact

- ▶ Academic
 - ▶ Increased registration for Math Jam and Word Jam to strengthen their re-entry
 - ▶ Doubled the number of course offerings such as Math190 courses
- ▶ Campus Support
 - ▶ Increased collaboration between departments, staff, student workers, and faculty
 - ▶ Night students need more support
- ▶ Registration
 - ▶ Implemented additional reminders to students about registration dates
- ▶ Retention
 - ▶ Created a Proactive Retention Team consisting of retention specialists, counselors, and program services coordinators to triage the issues students face prior to registration
 - ▶ Possible automatic emails to students if they drop a Math or English course

Patricia and Monica informed members there will be Proactive registration events on May 12th and May 18th in the Learning center. There will be 35 classes participating inclusive of over 600 students.

B. Program Review Presentations – Information / Discussion

- [Art and Art History](#)

Denise Erickson presented the review of the [Art History and Studio Art programs](#) by providing current strengths, challenges and future goals. She began by highlighting the Art History program strengths citing strong enrollments, success with Honors, and the addition of new courses and interdisciplinary partnerships creating unique opportunities for students. She continued to talk about challenges: the disappearance of 680's (stand-alone courses) and the CSU's request to turn 4 semesters of Art History into two semesters, diminishing "the student's opportunity for intellectual growth in an academic setting." Denise continued, pointing out strengths of the Studio Art program; specifically the quality of instruction, new courses, and access to highest quality art from "accomplished Bay Area artists" at the Cañada Art Gallery and Main Theatre. She also commented that the "declining enrollments in Studio Arts over the last 3 years" has been an enormous challenge for the department. She mentioned the future goals of the Art Program which include getting more administrative support, creating a better marketing plan that includes program re-branding designed to raise student awareness of these programs.

- [Music](#)

David Meckler presented his notes about the [Music Program](#) and talked about its unpredictable enrollment challenges in the last 3 years, powerful strengths, short and long term action plans, and lessons learned in the department. He said the personal marketing that used to happen naturally among students stopped because of the cancellation of many classes. There is a degree offered right now, but it is not what musicians can make use of to transfer into a 4 year institution at a junior status. He expressed the need to create a real Music program with transferable degrees AA or AA-T. He commented that before he came to work in this department, there was not a full time person and this gave him the opportunity to create a curriculum to serve the whole campus community. He is happy to share that a new voice class is being offered this Fall semester and that a performance program is in the process of being developed in the near future. He said the Skyline college music program grew out of a voice class and that he hopes to see similar results at Cañada.

David shared his appreciation to the SPOL feedback, which encouraged him to share some of the department strengths in his conversations, and also to find out more about community needs. He said the department can utilize a new coordinator to assist in contacting counselors every semester and get input on which classes to offer and in reaching out to the community as well. He has joined the San Mateo Connect to the Arts group who meets yearly and perhaps will meet quarterly to talk with the Redwood City group that meets monthly with mostly Studio Arts artists about coordination. He will also reach out by going to Redwood City Council meetings

Jessica Kaven asked David if he wanted to share any general thoughts about the frustration around decrease in enrollment he mentioned at the beginning of his

presentation. He admitted to having had a lousy year losing students. He relayed that, "We used to offer classes that were accountable and all of a sudden, we discovered no enrollment in those classes." He said one of his students came to him last semester to share that the class he was taking wasn't listed on DegreeWorks and therefore he was having second thoughts about whether he will be able to use that class towards his degree. David found that was surprising because the class fulfilled the same requirements. He realized that professors cannot assume programs will thrive all the time and have to continue reaching out to assure popularity. He said that communication between all departments is essential to keep abreast of course viability as well as enrollment.

- [Theater Arts](#)

Anna Budd showed the [Theatre Arts program presentation](#) and provided details about this program's strengths, challenges, short and long term action plans, and department responses to SPOL.

Under strengths, she commented to have good enrollment in Acting and in Intro to Theatre classes. In their productions, they have a successful strategy with giving everybody a role. She commented the idea David and she had to reduce rehearsing from 6 times a week to 3 times a week worked much better and interest in the department has been increasing. Another change that thrived was adding 4 weeks of rehearsal to the Crucible providing students with the opportunity to engage in team building. She said it was grand to see leaders emerging in every person. She said these shows attract students to other courses because they enjoy being part of a theater production. The energy of participating in a play inspired interest in taking another one or two classes in the Theater Arts area.

The highlights of this program's challenges were the low enrollment in non-GE/IGETC courses and the regularly canceled classes. As a short term action plan, Ana stated she will be working directly with Megan, Mayra, & Jose, on an active marketing plan updating materials, increasing outreach to local high schools, downtown, and to lifelong learners. She admitted to be very hopeful that our administration will extend a sincere welcome to lifelong learners in the community because of the outreach effort being done. Ana commented about their long term action plans of offering a certificate in Dramatic Writing because no other colleges have made this available yet. Cañada has the opportunity to pioneer this certificate developing interest in a way that will generate increased enrollment for this institution and huge opportunity to students. She said she is in the process of developing a television course here at Cañada and will be presenting a proposal in about 6 months. She said to respond to SPOL feedback the department will be addressing community, employment, and technology needs. She is working diligently on creating a resource packet of brochures and online materials demonstrating the relevance of the arts in multiple career fields. She will be offering tangible evidence of her efforts soon. She commended the feedback of doing an interdisciplinary initiative with the business department to increase marketing and give credit to students.

- [Kinesiology, Athletics, & Dance](#)

Katie Osborne and Ana Miladinova showed the [KAD program presentation](#) and talked about the department's mission, curricular changes, progress report for the prior action plan, impact of staffing changes and resource allocation, SLO's and PLO's, strategic action plan, and shared photos to prove that building 1 truly needed a remodel. Ana started by mentioning that the main goal of the department is to promote fitness and dance. She said the way students perform in fitness activities, with motivation and energy, extends to how they perform in all their activities, personal and academic lives. Another mission is to develop future educators and professionals by offering different degrees. Katie presented the successful curricular changes of the dance and team classes which were updated in spring 2015. Other changes were made on many courses, and there was the creation of a Kinesiology AA degree, and a transfer degree. Ana talked about the progress report for prior action plans by mentioning the changes in Bldg. 1 and on the athletic fields. She stated that Cañada's soccer field is considered one of the best facilities in the state. Katie said that the impact of staffing changes including the addition of a Division Assistant and a Division Dean was very positive and provided the department with huge growth opportunities. Ana showed appreciation to Erin Moore's assistance with updating the department's SLO's and PLO's in Tracdat. Katie relayed she is collaborating with a group in developing a strategic action plan, looking at expanding and adding new courses, and changing times other classes are offered. They are also looking at hiring coaches and instructors and investing in the department's marketing improving websites. Dean Rana said that support will be needed when staff relocation begin because they will be searching for office space. It was mentioned that Erik Gaspar is part of the Space Planning Committee. Dean Rana and Katie Osborne talked about the athletics' cohort that is being set up with classes that are part of the learning community with a network of teachers which will add a layer of support for the English and Career classes.

Chair Jessica Kaven thanked the faculty presenters for their hard work.

C. Feedback on College [Hiring Process](#) - Discussion

Dean Anniqua Rana presented the Hiring Timeline discussion item to the committee after determining that the Planning and Budget Council Committee needs their feedback to make a decision. The College Hiring Process currently takes place twice a year, the Spring and Fall semesters. Should the process be revised to take place once a year, starting in October of each year, then finalizing early in the Spring semester when hiring results would be announced.

- Arguments in favor of the twice a year College Hiring Processes

The budget should not drive the process. Regardless of available funding, there must be an opportunity for creating awareness of hiring needs for students and the campus community. The process of creating hiring proposals allows the important opportunity for conversation and collaboration that might not occur otherwise. Two hiring processes

work best to avoid competition like when there is only one opportunity for a brand new proposal. Feedback from classified employees is necessary to make a decision. What matters is what is best for the needs of our college and students.

- Arguments in favor of the once a year College Hiring Processes:

It is a beneficial use of college resources for employees to use their time efficiently once a year, rather than using the time and energy twice to prepare and present proposals. There would be no need to schedule meetings and presentations and get people in the room twice which would save employees a lot of time. It would be an advantage to fill out applications once and save the time to complete other necessary tasks, not wasting the time.

There is the possibility of Faculty “Emergency replacement” which started in mid- 2000 and was replaced by a “Retirement/Replacement Process” that can be requested at any time during the year. It would create the opportunity during the Fall semester for employees to effectively share problematic hiring needs through many venues, such as the program processes. It would assure an option to submit a replacement request, which would lead to a Dean and VPI conversation and approval. Be aware that there is a temporary and an emergency hiring process for specific cases.

D. Additional [RRP Request](#) – Discussion

Co-chair Anderson presented this discussion item for an additional request of reassignment proposal which was misplaced on the way to the forum and now needs revision. He would like to replicate the process and asked for 3 volunteers to read it. He said the volunteers needed to bring feedback to the next IPC final meeting to be discussed in the same way as the other RRP were reviewed. Gregory said he was going to talk with the Academic Senate and instructional Deans; meet the requestor; make a decision; meet with the requestor again to share the results; and then send an announcement to the public.

E. Adjournment

The meeting adjourned at 11:27 am.