



**INSTRUCTIONAL PLANNING COUNCIL  
MEETING MINUTES OF**

**Friday, October 21, 2016  
9:30 am – 11:30 am, Building 2, Room 10**

**Members Present:** Gregory Anderson, Nick DeMello, , Chialin Hsieh, Michael Hoffman, Jamie Hui, Maria Huning, Jessica Kaven, Nicholas Martin, Luis Mendez (ASCC), Katie Osborne

**Members Absent:** Danielle Behonick, Heidi Diamond, Valeria Estrada, Anniqua Rana, Cindy Streitenberger (ASCC)

**Guests:** David Meckler, Melinda Ramzel

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**1) Adoption of [Agenda](#)**

**Motion** – amend agenda to postpone Caroline Ouyang information item to a future meeting

**Discussion** – none

**Opposed** - none

**Abstentions** – none

**Approval** – amendment approved unanimously

**Motion** – adopt amended agenda

**Discussion** – none

**Opposed** - none

**Abstentions** - none

**Approval** – amended agenda approved unanimously

**2) Approval of [Minutes](#) – September 30, 2016**

**Motion** – approve as presented

**Discussion** – none

**Opposed** - none

**Abstentions** – Behonick, Hsieh, Rana

**Approval** - approved unanimously

**3) Business**

### **A. Athletics Department Update** - *Information*

Coach Osborne discussed building awareness on what the Athletics Department's responsibilities are towards student athlete success. She related coach's dedication and involvement with athletes. The dedication and involvement not only regarding team performance but on retention, making sure athletes maintain grades and attendance that supports the necessary balance for transferring successfully.

The involvement of staff in student's success truly shows the importance of campus support and assistance towards their needs. Katie commented that sometimes instead of coaching them, she finds herself teaching them responsibility more than soccer itself. She also expressed an awareness and concern of transportation challenges which might affect student's academic performance if classes and practices are held in locations away from campus.

### **B. Arts Taskforce Update**—*Discussion*

Chair Kaven introduced professor Meckler as the Coordinator of Arts Task Force assigned with presenting [Arts Task Force Report #1](#) to IPC, PBC and the Academic Senate. She told members the goal for this presentation is for them to think about how they can relay to their departments ways to support and give their feedback to this project.

Meckler commented to have met with campus administrators, arts and college staff, and noticed the need to promote arts to all students. They are not only investing on marketing their department during plays, but also in the classroom and through marketing materials. His presentation focused on:

1. Resources/Career Info/Publicity
2. Community Relations and Development
3. Curriculum and scheduling

He commented that having consistent offerings is their goal to assure students they can stay at this college and will get the courses they need. They also noticed that there is not a good performance location on campus to promote the department. That fact makes it challenging to demonstrate their amazing works of art. Members agreed that an option is needed to address such needs that do not come up in program review.

### **C. Strong Workforce Funding & Investment in CTE: Business, Engineering & Entrepreneurship** – *Information*

Co-chair Anderson presented this item informing members the grand opportunities the college has with the ongoing Strong Workforce funding. He stated that the State level task force has been in place for 1.5 years and has identified [25 recommendations](#) by the chancellor's office. He commented that his vision of implementation is to improve current programs and invest in transformative new ideas to welcome new programs. For now, he suggested that members remember Strong Workforce with the idea of more

and better. That means to have more students getting certificates, transferring, and better program offerings, all tied to data. He said that next steps will be:

- to discuss this project deeper at the next meeting
- to present their current and future plans to SSPC and PBC
- welcome a CTE Unlocked expert on our campus, so they can present how data can be accessed and used to support our goals

#### **D. Goals for 2016-2017 - Discussion**

Co-chair Kaven presented this item by providing the updated goals for IPC this year. She added that this is an in-progress document, which enables the addition and removal of items at any time during the year. She commented on each of the items and invited members to share their feedback. Members' comments were:

- revision of the last item to reflect:
  - the need of improving instruction on campus by providing faculty with opportunities to enhance their skills
  - instructional leaders engaged in governance / campus decision

#### **GOALS FOR IPC, 2016-2017 (9/30/16)**

- Provide recommendations to Academic Senate regarding Instructional Program Review's (IPR) questions and process
- Revise IPR's rubric, if needed
- Create exemplary list of IPR sections for program review authors – provide examples of well written IPR documents, examples of how disciplines have used the program review process to improve programs, etc.
- Examine how IPR can strengthen current programs
- Examine and discuss IPR's role in program migration and revitalization, as well as opportunities to create new programs
- Provide IPR training and/or documents to faculty regarding IPR expectations
- Review Request for Reassignment Proposal (RRP) process and make any necessary recommendations to AS
- Provide IPC members with overview of training on planning processes. This training can include how to coordinate the planning process and the different kinds of data that can help inform the planning process (e.g., institutional – and program-level data provided by PRIE, interdepartmental data, Equity Gaps data)
- Examine professional development as it relates to instruction and leadership; share findings and/or provide feedback to PD committee

## **E. Announcements – Information**

Co-chair Kaven asked members to remind faculty and department coordinators of the deadlines below:

- Reassigned Time Proposals due to Dean by 1/26
- [Instructional Program Reviews](#) due by end of February

## **4) Adjournment**

The meeting adjourned at 10:53 am.

DRAFT