



**INSTRUCTIONAL PLANNING COUNCIL
MEETING MINUTES OF**

**Friday, May 18th, 2018
9:30 am – 11:30 pm, Building 2, Room 10**

Members Present: James Carranza, Nick DeMello, Valeria Estrada, Matt Lee, Susan Mahoney, Sandra Mendez, Katie Schertle, Rebekah Taveau

Members Absent: Loretta Davis-Rascon, Tracy Huang, Katie Osborne, Christopher Silva-Lucero, Jessica Kaven

Guests: None

1) Adoption of [Agenda](#)

Motion – Approve agenda

Discussion – none

Abstentions – none

Approval – approved unanimously

2) Approval of Minutes – [May 4th, 2018](#)

Motion – Approve May 4th, 2018 minutes

Discussion – IPC Co-Chair, James Carranza stated that we offer a Latin American Studies degree. It is not a program in the same way a department might be. He suggested we discuss how that works in terms of Program Review, data collection, etc. Since a degree is not the same thing as a department, we might consider what can be done to represent the degree. James suggested adding this topic to a future IPC agenda.

Abstentions – none

Approval – approved unanimously

3) Business

A. PBC recommendation regarding program review resource request prioritization

IPC reviewed the Resource Request Prioritization notes. This Council does not feel as though it is their role to approve resource requests as much as ensure process is followed. Reviewing requests and process is important to creating transparency—putting the information out there versus approving resource requests. It was discussed that the current process may be an “over processing of processes” and the intention is well founded the effort seems redundant. IPC put together recommendations and comments regarding the new Program Review Resource Request Prioritization process as well as Program Review readings and presentations and they can be found in the document [here](#).

B. Summary of IPC Goals and Accomplishments

IPC members discussed the goals and accomplishments from the 2017-18 academic year. They also set IPC goals for the 2018-19 academic year. Additional information on this topic can be found in the document [here](#).

C. IPC Membership for 2018-19

IPC membership for the 2018-19 academic year was discussed. It was noted that we will need to reach out to ASCC at the beginning of the fall 2018 semester for two ASCC student representatives. It was also noted that when IPC looks at their mission in the fall, they should revisit the membership makeup of this committee. Committee attendance seemed to be low because some members may have been serving on multiple committees on campus. The option of having alternates was discussed. The committee also discussed why some specific members are a part of the committee versus having representatives from different Divisions (like the makeup of the Curriculum Committee). It was recommended that someone from CTE should be assigned as one of the two faculty members-at-large.

4) Adjournment

Meeting adjourned at 11:25