



**INSTRUCTIONAL PLANNING COUNCIL  
MEETING MINUTES OF  
March 1, 2019  
9:00 am – 12:00 pm, Building 2, Room 10**

**Members Present:** Matt Lee, Susan Mahoney, Katie Perkins, Sherilyn Kuo, Sandra Mendez, James Carranza, Tammy Robinson, Htet Htet Win Pyone Ei, Rebekah Taveau, Jessica Kaven, Joan Murphy, Valeria Estrada, Karen Engel

**Members Absent:** Nick DeMello

**Guests:** Graciano Mendoza, Leonor Cabrera, Jamillah Moore, Alessandra Zanassi, Allison Hughes

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**1) Adoption and Approval of Revised Agenda**

Rebekah Taveau proposed the addition of ACES faculty position modification as a discussion item.

**Motion** – To adopt agenda: M/S Rebekah Taveau. Jessica Kaven

**Discussion** – Joan Murphy suggested that this should not be an action item as the committee was not aware of the possibility of voting to take action at this date. It is proposed that the suggested edits be discussed and action be taken at a future meeting.

**Abstentions** – none

**Approval** – approved unanimously

**2) Approval of Minutes**

**Motion** – To approve minutes: M/S committee as a whole

**Discussion** – none

**Abstentions** – none

**Approval** – approved unanimously

**3) ISER**

Dr. Robinson presented on behalf of Karen Engel. She mentioned that we are in the final phases of ISER on the college website. It is important for employees to review the content and complete the necessary feedback for the committee in the form of a survey online. It is important that the campus has provided input on the ISER as the document belongs to the whole campus, and it is a campus wide effort.

Joan Murphy mentioned that hard copies are available in division offices for employees to review. The site visit is scheduled for September 30 through October 3, but the document must go to board for approval in mid-April. Candice asked for clarification regarding the team visiting process for accreditation. Allison Hughes showed the committee where the information is available online. The committee discusses clarification questions regarding the current standards that are established and how feedback should be submitted. Dr. Robinson mentioned that a new Quality Focused Essay is available regarding Guided Pathways and monitoring the campus progress. She stressed that the administration

appreciates comments that the campus is able to provide as it is important that as many employees as possible are involved in the process prior to submission of the final draft. She stressed that the committee wants the campus to be aware of the information that is included in the document as it ultimately is a reflection of the campus and serves to benefit the institution as a whole.

Candice suggested forming groups and utilizing the jigsaw method in reviewing the document with employees. The method allows for individuals or small groups to learn a particular area of a large document thoroughly, and the group is then responsible for explaining and teaching their section to the larger group. This allows for deeper understanding and the possibility for discussion.

#### **4) Assessment**

Jessica Kaven provided this update to the committee. She mentioned that the focus on campus assessment this semester is on conversations of learning and reviewing data, including assessing student data in the classroom and within the program. Using TracDat is necessary to connect the results to learning. Jessica and Allison have attended division meetings in order to provide the most up to date information to faculty and staff. Jessica shared that she is happy to meet individually with faculty members who need assistance in assessment reporting. Allison mentioned that she is also available to meet to discuss TracDat.

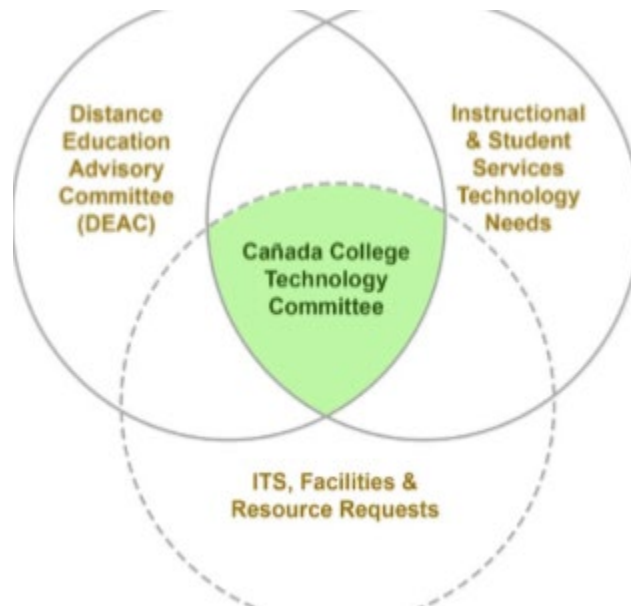
Candice asked if data will be updated to include SLOs in the ISER. Jessica clarified that this is not included in the ISER, but rather is a report that is generated for the accreditation team. The three year assessment plan for departments should have already been completed. If they have yet to be completed, they must be submitted by the end of the current semester. Jessica welcomes questions if employees require additional information or assistance in running reports that reflect the most up to date information. Candice suggested sending updates on a monthly basis to the campus. Jessica clarified that this had occurred within the last year and a half, but was not well received and tended to overwhelm employees. It was suggested that the information be discussed with the deans to assist in the process of understanding, but that specific questions should be addressed with Jessica or a committee representative who is familiar with the process.

Dr. Robinson mentioned that Jessica will be discussing the needs throughout the campus. It was mentioned that “a department is a department no matter how small.” Despite the size of the campus, the expectation is the same. Accreditation expects a 100% completion rate, and currently the campus is at 70%, which is a significant increase from the prior 40%. Dr. Robinson thanked Jessica and Allison for their hard work throughout this process. Susan reminded the committee that Assessment will have a drop in session during the next Flex Day.

#### **5) Technology Planning Committee**

Dr. Robinson shared that the Technology Planning Committee met last Tuesday. Allison stated that the 2017 2018 technology plan was completed and approved by the committee. As an advisory committee, the plan still needs to be approved officially. New guidelines and bylaws were also proposed. There was a bit of confusion regarding committee functioning.

Dr. Robinson mentioned that the Technology Planning Committee often felt independent of other groups and that further discussion is required to assess how the committees can work together while completing their own specific tasks. The current structure of the committee is as follows as of Spring 2019:



The current issue is that there is a gap regarding instruction specific requirements. Lezlee Ware and David Reed proposed that a new committee be established with an alternate reporting system. This is currently being discussed. At present, technology needs are now handled at the district level. Dr. Robinson mentioned that there are many moving parts on the campus right now. The student perspective is necessary to obtain. With DEAC the same services are required for online versus in person course instruction, and the campus must be aware that these requirements must be met. Concerns about authentication arise specifically with online courses. It is imperative to bring in student services to the conversation. The entities need to meet separately, but also together in order to have campus-wide representation and ensure that all voices are being heard and considered.

Sherilyn Kuo asked when the committees will be meeting. Allison clarified that before we decide when the committee meets, we need to discuss structure and membership. The dilemma is that the technology committee is 25 people. Issues include when to meet and agree. Bringing the necessary people to the committee for representation while still being agile is necessary. Allison suggested the idea of having voting members and resource members in order to keep the committee to a manageable number. Candice suggested holding meetings at a flex day to allow those who are interested to be given the opportunity to attend.

Allison mentioned that another potential issue was that people were under the impression that DEAC reports to Academic Senate. However, no information is found to state that DEAC reports to academic senate and rather, current information shows that the committee

has reported to the IPC and the Office of Instruction. It was further discussed that representatives from divisions be chosen in order to act as division spokespeople to share the most recent updates between the division and the committee.

Rebekah asked what the campus sister colleges are currently doing. Allison mentioned that there are differences based on the structure of each office and campus including staffing differences. James Carranza suggested that the issue lie in clarification the reporting structure of the committee. Allison shared that this has been attempted to no avail. Jessica reminded the committee that IPC is a subcommittee of PBC as an example of the interconnectedness of campus committees. Allison stressed that Technology Committee and DEAC at present are advisory committees. Allison requested that if anyone had ideas on the structure to please let her know.

**6) ACES Faculty Position Modification**

Rebekah Taveau presented this item to the committee. She prepared the following document that was approved by her Dean as well as Academic Senate. Dr. Robinson reminded Rebekah that IPC should approve the ultimate changes in the position.

**ACES Faculty Coordinator Position Modifications Proposal**

This proposal is to update the ACES Faculty Coordinator Position specifications. Hyla Lacefield, Diana Tedone, David Reed, and Rebekah Taveau have all approved the following changes.

**Current Duties include:**

**Revised Duties Include:**

<ul style="list-style-type: none"> <li>● lead the development of the <b>Basic Skills</b> and Equity plans while ensuring the effective contributions of all stakeholders and consultation with the Academic Senate</li> </ul>	<ul style="list-style-type: none"> <li>● <b>co-lead</b> the development of the <b>Student Equity and Achievement Program (SEAP) plan with specific focus on Basic Skills and on</b> Equity plans while ensuring the effective contributions of all stakeholders and consultation with the Academic Senate</li> </ul>
<ul style="list-style-type: none"> <li>● monitor and provide support to <b>Basic Skills</b> and Equity initiatives</li> </ul>	<ul style="list-style-type: none"> <li>● monitor and provide support to Basic Skills <b>acceleration</b> and Equity initiatives</li> </ul>
<ul style="list-style-type: none"> <li>● monitor all activities to ensure compliance with the letter and spirit of state regulations, federal rules, and other guidelines specific to the Basic Skills Initiative, Equity, Accreditation Planning Agendas, and other relevant accountability mandates</li> </ul>	<ul style="list-style-type: none"> <li>monitor all activities to ensure compliance with the letter and spirit of state regulations, federal rules, and other guidelines specific to the <b>SEAP plan</b>, Equity, Accreditation Planning Agendas, and other relevant accountability mandates</li> </ul>
<ul style="list-style-type: none"> <li>● coordinate, implement, and monitor the <b>ACES Inquiry</b> process in collaboration with other relevant professional development groups on campus</li> </ul>	<ul style="list-style-type: none"> <li>coordinate, implement, and monitor <b>equity related professional development (such as the Equity Lecture Series or other workgroups)</b> in</li> </ul>

	collaboration with other relevant professional development groups on campus
● collaborate with administration to write and submit state-mandated reports	● collaborate with administration to write and submit state-mandated reports
● deliver department, division, and college-wide presentations on <b>BSI work</b> & Equity activities	● deliver department, division, and college-wide presentations <b>on equity activities</b>
● provide regular reports to the Academic Senate on <b>BSI</b> and Equity plans and activities	● provide regular reports to the Academic Senate on Equity plans and activities
● participate as a member of the <b>Instructional Planning Council</b>	● participate <b>Academic Senate through attendance once a month and bringing ACES updates and provide reports to PBC</b>
● coordinate professional development activities on campus with the Professional Learning Committee	● coordinate professional development activities on campus with the Professional Learning Committee
● participate in Student Success/ <b>Basic Skills</b> /Equity conferences, workshops, webinars and trainings	● participate in Student <b>Success/SEAP</b> , equity conferences, workshops, webinars, and trainings
● monitor developments at the state level and contribute to state and national dialogues for change	● monitor developments at the state level and contribute to state and national dialogues for change
● collaborate with staff, faculty, and the Office of PRIE to explore effective ways to evaluate and assess impacts of new and ongoing interventions	● collaborate with staff, faculty, and the Office of PRIE to explore effective ways to evaluate and assess impacts of new and ongoing interventions

### Notes

#### Rebekah Taveau's Term as ACES Faculty Coordinator:

- ACES Co-Faculty Coordinator spring 2017 (this was transition time where Michael Hoffman and Rebekah collaborated on the coordination)
- ACES Faculty Coordinator: Started Aug 2017 May 2019 (2 years)
- Renewed for Aug.2019-May 2021

#### Next steps:

- These changes should be effective until the end of Rebekah's term in 2021 and go into (or be re-evaluated) for the next "Invitation to Apply." Ideally, that invitation would go out in or prior to spring 2021 so that we can transition the person into the role for Aug. 2021 and beyond.

Jessica Kaven clarified that the proposed changes include in the most substantial way the removal of ACES from the IPC membership. James Carranza asked for clarification on the

reporting structure of ACES. Rebekah shared that pending approval, ACES will likely report to PBC. James shared that the suggestion of visiting meetings does not seem effective, and rather, it is likely a priority that the representation remain as part of IPC especially with the consideration of the reporting structure to PBC. Rebekah clarified that Dean David Reed and her discuss which committees each of them should sit on to represent ACES. James shared that he feels the faculty coordinator be present as the faculty voice is necessary. Rebekah shared that part of the issue is attendance requirements and that sometimes she needs to attend equity trainings or conferences on Fridays and/or multiple meetings M-Th plus IPC thereby cutting into her professor role. Dr. Robinson shared that if the coordinator or dean cannot be present, a report should be provided on behalf of ACES. Dr. Robinson stated that she prefers the option to provide a report if attendance is not possible. Rebekah mentioned that she had been told that attendance was always required, so this was good information to have. Joan asked for clarification regarding the amount of meetings Rebekah is responsible for attending. Rebekah shared the responsibilities that require her time. James shared that faculty coordinators can be spread thin, but stressed that when prioritization is becoming an issue, the answer is not necessarily to remove a standing, voting member from a committee, but rather the reassessing of priorities under the direction of the dean. Rebekah shared that this proposal is reflective of what she and the dean discussed as priorities for the position. James confirmed that he feels IPC attendance is a high priority for this position.

Jessica Kaven suggested that the coordinator could be a voting member, but in instances where she could not be present, David could serve as a representative. She stressed that the faculty perspective is an important and necessary lens through which to view the information proposed and discussed in IPC. Rebekah was open to considering sending a representative when necessary, however, she did mention that in her years of being co-chair, she had yet to find someone who would willingly represent her should she not be able to physically attend a meeting. Susan Mahoney asked if the position should be granted more time. Rebekah clarified that the proposal was about updating the language of the position description and prioritizing the responsibilities in order to best serve the student population. Katie Osbourne suggested Rebekah work with the committee to see how they can better support her in terms of workload and prioritization. Dr. Robinson suggested that the committee absorb the proposal and action will be taken at a future meeting.

#### **7) Review Committee Bylaws**

The committee began to review the bylaws that were last updated just under two years ago. Due to time constraints, the bylaw editing will be tabled and updated at a future meeting.

#### **8) Committee Membership**

Jessica Kaven mentioned that prior feedback regarding the terminology “2 faculty members at large” be revised to include one adjunct and one representative from CTE. Assessment Coordinator should also be added to the list as it is currently not included. James mentioned that there may be information to consider regarding representation that is being included within the ISER, and Karen Engel would have more information regarding membership and roles. James wanted to confirm that the committee membership matches with the manual that

is being revised. Dr. Robinson informed the committee that there has been a change. Katie Schertle (co-chair) and Candice Nance switched roles where time has been split between Academic Senate and IPC. Candice is Curriculum Committee representative, but is not co-chair presently within the committee. James Carranza mentioned that a faculty co-chair is required based on the bylaws. Jessica Kaven stated that she would be comfortable representing the committee as faculty co-chair for the remainder of the academic year on 6/30/2019.

**Motion** – To approve Jessica Kaven as faculty co-chair through 6/30/19:  
M/S committee as a whole

**Discussion** – none

**Abstentions** – none

**Approval** – approved unanimously

**9) Good of the Order**

**10) Adjournment**

- a) Meeting adjourned at 11:16am.