



**INSTRUCTIONAL PLANNING
COUNCIL: Instructional Program
Review Presentations**

**MEETING MINUTES OF
March 17, 2023
9:30-11:30am, Zoom**

Members Present: Jessica Kaven, Chris Burns, Candice Nance, Chloe Knott, Sarah Cortez, Alison Field, Erik Gaspar, Alex Claxton, Lisa Palmer, Natalie Melgar, Chialin Hsieh, Susan Mahoney, Jose Manzo, James Carranza

Members Absent: Allison Hughes, Karen Engel, Jill Sumstad

Guests: Althea Kippes, Leonor Carbrera, Hyla Lacefield, Sean Wen, Frank Nguyen Le, Ana Miladinova, Martin Partlan, Maureen Wiley, Klaressa Ortiz, Gina Hooper, Nada Nekrep, Max Hartman, Lezlee Ware, David Eck, Gampi Shankar, Natalie Alizaga, Janice Weeks, Gloria Darafshi, Diana Tedone Goldstone, Gerardo Pacheco, Nadya Sigona, Richard Schulke, Julian Branch

1) Adoption and Approval of Agenda

Motion – To adopt and approve agenda: M/S: Chris Burns, Candice Nance

Discussion – none

Abstentions – none

Approval – approved unanimously

2) Approval of Meeting Minutes (March 3, 2023)

Motion – To approve meeting minutes of March 3, 2023: M/S: Candice Nance, Sarah Cortez

Discussion – none

Abstentions – James Carranza (absent from 3/3/23 meeting)

Approval – approved

3) Instructional Program Review Dates 2023-2024

Jessica Kaven reminded the committee that the last time the group met, they discussed the proposed dates by the Program Review Work Group as seen here, which included various

dates for different groups on campus:

2023-2024 Program Review Schedule Proposed Dates

June 15 – Nuventive/Improve and Data Dashboards open; **PRIE available to provide custom data**

August Flex Day – Program Review Training open to all

September & October Divisions/Department Meetings – Divisions or departments discuss program reviews at monthly meetings

By October 13 – all Comprehensive Program Reviews, Annual Updates, Goals and Resource Requests DUE

October 18 & 25 – Deans and VPs review and complete feedback for all program review materials at Cabinet meetings.

By October 27 – Supervisors (Deans and VPs) **complete their** feedback on submitted program reviews

By November 3 – All responses to supervisor feedback are due and final submittals of all program reviews and materials are DUE in Nuventive/Improve

November 14 - President's Office Program Review Peer Review session

November 15 & 16 – PBC Hosts Position Proposal Presentations

November 17 – **IPC Peer Review session**

November 29 – SSPC Peer Review session – special meeting?

December 7 – Senates Prioritize Position Requests

February Division/Department Meetings – Divisions/departments meet to prioritize non-personnel resource requests

February 7 – Counseling/VPSS Office/Enrollment Services Department Meetings to prioritize non-personnel requests

March 15 – IPC Instructional Program Review Presentations

March 20 – PBC receives and certifies non-personnel resource request prioritizations

Based on the conversation that occurred at IPC, Jessica and Chialin highlighted the dates that were specific to IPC. Jessica shared the following new proposed dates document with the committee, which required IPC members vote of approval:

2023-2024 IPC Proposed Dates

June 15 – Nuventive/Improve and Data Dashboards open

August Flex Day – Program Review Training open to all

September & October Divisions/Department Meetings – Divisions or departments discuss program reviews at monthly meetings

By October 13 – all Comprehensive Program Reviews, Annual Updates, Goals and Resource Requests DUE

By October 27 – Supervisors (Deans and VPs) complete their feedback on submitted program reviews

By November 10

November 3 - All responses to supervisor feedback are due and final submittals of all program reviews and materials are DUE in Nuventive/Improve

- o **Fall 2022 was 11/4; 11/10 is the proposed due date for reassigned time new/renewals/revisions)**

November 15 & 16 – PBC Hosts Position Proposal Presentations

November 17 – IPC Peer Review session

March 15 – IPC Instructional Program Review Presentations

Motion – To approve the 2023-2024 IPC Proposed Dates: M/S: Lisa Palmer, Alison Field

Discussion – Natalie Alizaga shared that she will be updating all of the

different word templates and will be working with folks from the Program Review Work Group as well as IPC so that everything is up to date for the new cycle. Jessica clarified that November 3 is the proposed date for Instructional Program Review.

Abstentions – none

Approval – approved unanimously

4) Instructional Program Review Presentations

Faculty members presented the following Program Review Presentations (Presentations will be submitted by faculty to IPC and posted on the IPC website):

Accounting & Business: Candice Nance and Leonor Cabrera

Comments stated and received in the chat of the presentation room, which were read aloud and further discussed:

- Thank you all for your hard work, particularly on the multi-modal classes!
- BUS 113 is both UC/CSU transferable and, as presenters noted, it counts as CSU math GE. Cool.
- Impressive pathways!
- Wonderful Partnerships!
- I enjoy that there are more degrees/certificates than there are courses. That's some serious curricular efficiency!
- Great job! My students are always so excited to hear that we offer personal finance.
- Really appreciate the late start BUS classes - it works well for students!
- Students really like the BUS 113 course. Great job!
- Thanks to all our counselors for creating the awareness....the word really is getting around and learners love the Personal Finance courses....and all BUS courses too!

Career Courses: Nadya Sigona

Comments stated and received in the chat of the presentation room, which were read aloud and further discussed:

- Our students who take career courses have flourished. So grateful for our counseling team who do a great job supporting our students. :)
- We appreciate the support!
- These classes are extremely helpful for students and they need this additional support so that they can excel.
- Great presentation counseling team!
- Great presentation Nadya, thank you!
- Excellent job Counseling Team!!
- Thank you!
- CRER 110 has received consistently strong feedback, and I appreciate the course

- being offered and hope to support it in any way possible.
- Career courses being integrated in COLTS and PUENTE has been instrumental in student success.

Computer Business Office Technology (CBOT): Janice Weeks

Comments stated and received in the chat of the presentation room, which were read aloud and further discussed:

- Accounting students NEED excel
- All lawyers and paralegals need to know how to use Excel and other software.
- These courses have been essential for many ESL Students. Great work.
- Technology equity gaps are important to address as a college.
- Thank you, Janice!
- Excellent CBOT team!
- Awesome Janice!
- I am very proud of the CBOT team.

Paralegal: Althea Kippes

Comments stated and received in the chat of the presentation room, which were read aloud and further discussed:

- I appreciate the historical data as well as the clear connection with industry partners in the paralegal program.
- It's great to hear student success stories!
- Thank Althea ... informative presentation!
- Brava Althea!
- Great job, Althea!
- I really appreciate all the work that has gone into developing this Program — hard to believe there are no full-time faculty. Thank you!
- Very impressive, Althea and the Paralegal team.
- Excellent!! The Paralegal Team!!
- Althea deserves kudos for taking a program and recreating it in a format that was most appropriate for student needs.

Committee members and visitors shared their support and thanks to each of the above programs for the work the program faculty had done to share more information/data/and goals for each of their programs.

5) Good of the order

- Althea Kippes thanked everyone who presented, and appreciated the work her fellow colleagues put into the presentations.
- Chialin Hsieh thanked all the faculty for their leadership in these programs, and the great work and time invested in this process.

- Erik Gaspar noted that the removal of the Cal-GETC area would dramatically impact the KAD division offerings, their approach to strategic enrollment and how to move forward. Erik noted the change would require the campus to be innovative to best support students. Chialin suggested that down the road, further conversation can occur with Jessica Kaven, David Eck and Gloria Darafshi regarding this issue. David Eck noted that obtaining final information regarding Area E will be necessary. David Eck provided some historical information regarding potential changes in Cal-GETC which would impact the campus. Erik Gaspar provided examples of potential ramifications that would impact the campus as well.
- Jessica Kaven and Lezlee Ware reminded the committee of the upcoming Teaching and Learning offerings available for the campus community both this week and the following week in addition to after Spring Break.

6) Adjournment

Motion – To adjourn the meeting: M/S: Lisa Palmer, Alex Claxton

Discussion – none

Abstentions – none

Approval – approved unanimously

a) Meeting adjourned at 11:24 am.