



**INSTRUCTIONAL PLANNING  
COUNCIL**

**MEETING MINUTES OF  
December 1, 2023  
9:30-11:30am, Zoom/9-154**

**Members Present:** Diana Tedone-Goldstone, Lisa Palmer, Sarah Cortez, Kiran Malavade, Rebekah Sidman-Taveau, Erik Gaspar, Althea Kippes, Karen Engel, James Carranza, Paul Roscelli

**Members Absent:** Chialin Hsieh, Maribel Zarate, Jose Manzo, Ava Johnson, Vijeet Upadhyay

**Guests:** Ameer Thompson, David Eck, Hyla Lacefield, Sarah Harmon, Ron Andrade, Gampi Shankar, Gloria Darafshi, Candice Nance, Anniqua Rana, Carole Meagher

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**1) Adoption and Approval of Agenda**

**Motion** – To adopt and approve agenda: M/S: Lisa Palmer, Rebekah Sidman-Taveau

**Discussion** – As there may not be time to discuss the Instructional Program Review Process, Kiran Malavade suggested that those interested send their feedback via email to the chairs. Diana Tedone agreed and asked that feedback be sent to both Diana and Chialin. Received feedback will be gathered and incorporated into a discussion about the process in the spring semester.

**Abstentions** – none

**Approval** – approved unanimously

**2) Approval of Minutes: November 3, 2023 and November 17, 2023**

**Motion** – To approve minutes of the November 3, 2023 meeting and the November 17, 2023 meeting: M/S: Lisa Palmer, Sarah Cortez

**Discussion** – none

**Abstentions** – none

**Approval** – approved unanimously

### **3) Reassigned Time (Bylaw #11)**

Diana Tedone-Goldstone shared that at this meeting, the committee will review submitted reassigned time applications: renewals, revisions, and new applications. IPC members were emailed the “Reassigned Time Rating Sheet” prior to the meeting where their feedback and responses were captured regarding their opinions on reassigned time applications. Diana will project a summary of this data, and the group will have the opportunity to discuss each position. Visiting guests will also have the opportunity to comment on applications. Ultimately, IPC will recommend whether to support each position, and their recommendation will be sent to the VPI for consideration and ultimate decision making. Grant funded positions will not be voted upon by the committee, but space will be provided should comments or questions arise.

### **Renewals**

#### **1. Fashion Design and Merchandising Professor/Coordinator**

Diana summarized that most of the committee felt that the majority of duties associated with this position fell outside of typical faculty workload. Candice Nance shared that CTE faculty are continually trying to think about how they can be more efficient in their work and how to reduce the administrative burden that is heavier on CTE faculty and coordinators. She stated at a previous meeting there had been discussion that if 4 years of release time per cycle is an option, and there is a history of successful work in that release role, we should start transitioning our CTE coordination request to 4 years as a strategic way of continuing this work. Lisa Palmer added that in reviewing so many of these applications, the work is ongoing, and while it is necessary for transparency, the frequent renewal process can indeed be a significant amount of administrative work for faculty. Lisa considered that at some point, it may be wise to reevaluate this process overall for efficiency. Althea Kippes added that she believes this position should be renewed every four years, noting that it has been a tremendous help to the fashion program, and it is a significant amount of work. Kiran Malavade and Paul Roscelli agreed with this. Rebekah Sidman-Taveau agreed that we need to be mindful of the unnecessary administrative burdens. Paul Roscelli suggested pulling the last three application cycles to see if the same application content is being submitted. If so, this warrants discussion for less frequent application submission cycles for certain roles. If the content of the applications varies, then it makes sense to review the role duties more frequently. Carole Meagher provided her perspective that at her previous institution, a Department Chair format was implemented, as opposed to a faculty coordinator format, and considered the use of institutionalizing something similar. David Eck added that there is not necessarily a one size fits all approach to the Department Chair discussion as departments have varying faculty numbers, some of which only have one faculty member. Kiran Malavade added that it may not be a good use of time to compare our college to other institutions at this

time, but that it is certainly something to discuss. From her perspective, this speaks to the fact that employees are often thrown into governance work without being fully onboarded to the college and the councils. Erik Gaspar added that he is very mindful that the work continues to be done, even if the reassigned time has historically not existed for the role, or only has recently been approved. Erik highlighted that a larger conversation should be occurring regarding what takes place if the positions are not approved. From his perspective, in many instances, the work would still need to occur to benefit students.

**Motion** – To recommend support of the position of Fashion Design and Merchandising Professor/Coordinator: M/S: Erik Gaspar, Lisa Palmer

**Discussion** – none

**Abstentions** – none

**Approval** – approved unanimously

## 2. Social Sciences Coordinator

Kiran Malavade shared that Social Science Coordinator is a crucial role within her division. Lisa Palmer added that this position also coordinates many events that incorporates numerous divisions on campus and agreed that it is a necessary position. Erik Gaspar addressed the comment of overlap within D-1 duties, noting that in smaller institutional areas, things like the organization, collaboration, scheduling, and implementation of necessary tasks often fall on a faculty member who already has a full workload. He stressed again that the work has to be complete for forward movement. Kiran Malavade suggested an addition to the application that states: “If any of these duties may appear to overlap with D-1 duties, please explain.” Paul Roscelli noted that he agreed with Erik, stating that there is a difference if a faculty member is part of a single subject matter department, but in an area such as Social Sciences, a different level of organization is required in order to synthesize and align materials, or PLOs, for example. He agreed that there is a distinction that is worth looking at further. Althea Kippes suggested guidelines be established on how best to write the application to avoid overlap of D-1 duties being a focus, and how to clarify the language including examples for authors. Carole Meagher shared that from her perspective, the number of full-time faculty is lacking, which means that much of the day-to-day duties are falling on very few full-time faculty members.

**Motion** – To recommend support of the position of Social Sciences Coordinator: M/S: Lisa Palmer, Erik Gaspar

**Discussion** – none

**Abstentions** – none

**Approval** – approved unanimously

## 3. Dual Enrollment Faculty Coordinator

Candice Nance shared that in the BDW Division, they are working on expanding Dual Enrollment, and it is very complex. Onboarding faculty at specific high schools, being able to answer evolving questions about support for Dual Enrollment faculty, and writing many of the nuances in a handbook are some of the recent and ongoing duties of this role. James Carranza added that this is meant to support new faculty who are teaching Dual Enrollment classes.

**Motion** – To recommend support of the position of Dual Enrollment Faculty Coordinator: M/S: Lisa Palmer, James Carranza

**Discussion** – none

**Abstentions** – one

**Approval** – approved

#### 4. Dual Enrollment Co-Teaching Pilot

David Eck shared that this position is partly being brought forward as there have been a number of complaints about teaching Dual Enrollment as the high school time periods do not align with our campus calendar and schedule. By entering into team teaching, both the high school instructor and the college instructor can work together to ensure the scheduling and the content areas are addressed. Kiran Malavade added that in the English department, faculty were looking to have this role in place before they committed to teach Dual Enrollment courses.

**Motion** – To recommend support of the position of Dual Enrollment Co-Teaching Pilot: M/S: Lisa Palmer, James Carranza

**Discussion** – none

**Abstentions** – one

**Approval** – approved

#### 5. OER/ZTC Coordinator

Sarah Harmon addressed the comment that the amount of release time appears excessive given that there is a stipend associated. Sarah shared that the stipend is \$500 for the semester, which is minimal in comparison to all of the duties required of this position. Candice Nance shared that this position is especially crucial in the BDW Division as they are building OER pathways and working toward initiatives that reduce financial loads on students. She shared that she strongly supports this position. Anniqua Rana shared that we are lucky to have the level of leadership we have in this area not only at the campus level, but also in collaboration across the state. This coordinator role reflects a very strong equity project that is worthy of time and funding. Diana Tedone stated that this is

an important role that provides campus, district, and state coordination and which has brought in significant grant money that has allowed for other opportunities to be pursued.

**Motion** – To recommend support of the position of OER/ZTC  
Coordinator: M/S: Lisa Palmer, Sarah Cortez

**Discussion** – none

**Abstentions** – none

**Approval** – approved unanimously

## 6. Flex Day Coordinator

Anniqua Rana shared that we are so lucky to have someone who takes on this responsibility and the college benefits from having a Flex Day Coordinator.

**Motion** – To recommend support of the position of Flex Day  
Coordinator: M/S: James Carranza, Diana Tedone-Goldstone

**Discussion** – Diana Tedone-Goldstone added that this position is responsible for necessary work, and without the approval of reassigned time, the work would still need to be done on the campus. She is in support of this position. A question arose as to why the amount of time requested is needed, as it seems classified staff could assist with some of the duties. Kiran outlined the differences between this role and the Faculty Learning Coordinator, and how much of the Flex Day Coordinator's work has to do with connecting with faculty to assess their needs and coordinate their leadership in Flex Day opportunities, which must be a faculty role. Anniqua Rana agreed that the faculty voice is necessary in this role. David Eck noted that IPC may want to revisit this position as it appears there may be a district wide Flex Day Coordinator position for 1.0 FTE within the next year.

**Abstentions** – none

**Approval** – approved unanimously

## 7. Guided Pathways Business Coordinator

Karen Engel shared that she believed all of the Guided Pathways funding has ended, so if this position is approved, it will come out of Fund 1. She felt that there should be a college wide discussion regarding the need for this position as it is notable that the other three areas did not ask for renewals. Gampi Shankar shared that he submitted this application as a placeholder to ensure IPC discussed the Guided Pathways roles. He noted that the previously funded positions were a state grant, but the intent all along was to roll the functionality of Guided Pathways into system-wide existing channels. If the

administration believes this has taken place, he feels they should make the call to state that the goal has been achieved and that faculty roles are being transitioned appropriately. Candice Nance added that she feels the campus has been very focused on following the process, but that the process cannot be efficiently followed unless there is some strategy and leadership surrounding the future funding of this role. She noted that from her perspective, there is a lack of strategic coordination for Guided Pathways. She stressed that this should be a campus discussion, but that it should have taken place well ahead of the process for funding. Diana Tedone added that from her perspective, this application was submitted to start the conversation on a campus level. Gampi agreed that this requires a college wide discussion as it is not a faculty proposal by itself. Karen shared that she appreciates these points, noting that she recommends the group take this conversation to the COLTS Advisory group that Ron Andrade convenes once a semester, to highlight the urgency faculty feel surrounding this conversation.

**Motion** – To take no further action at this time related to the Guided Pathways Business Coordinator position specifically, but to recommend support in having a college-wide strategic conversation about the role of faculty leadership in interest areas, to take place as soon as possible:  
M/S: Karen Engel, Lisa Palmer

**Discussion** – none

**Abstentions** – one

**Approval** – approved unanimously

## 8. Program Coordinator Digital Art & Animation

Karen Engel shared that it is her hope that the college can standardize the program coordination roles for Career Education. She noted that there is not consistency amongst applications, and would appreciate this conversation taking place in the future. A question was posed regarding the statistics of students served, noting that as written, it is unclear if the proposal supports the need. Hyla Lacefield added that it is a robust program that supports hundreds of students. If data is required, Hyla felt this should be a question on the application. Lisa Palmer appreciated that this application provided a rationale for the time requested.

**Motion** – To recommend support of the position of Program Coordinator Digital Art & Animation: M/S: Erik Gaspar, James Carranza

**Discussion** – none

**Abstentions** – none

**Approval** – approved unanimously

## 9. Writing Center Coordinator

James Carranza shared that the Writing Center is up and running due to the faculty coordination, support, and input in developing materials, working with students, and instructional support staff in bringing expertise and training to the center, and serving as the liaison between the department and the resources within the Writing Center. Anniqua Rana added that we do need the connection of faculty collaboration and perspective, noting that she imagines this will be an ongoing need particularly in response to AB 1705.

**Motion** – To recommend support of the position of Writing Center Coordinator: M/S: Lisa Palmer, Erik Gaspar

**Discussion** – Erik asked if this coordinator interacts directly with students. Kiran answered that they do work directly with students in addition to running workshops for students.

**Abstentions** – none

**Approval** – approved unanimously

## 10. Online Instruction Coordinator

Anniqua Rana shared that this faculty member works closely with Curriculum to ensure the Distance Education component is complete, and this is how it differs from the Instructional Designer. This position does collaborate with the Instructional Designer, but also recruits and guides faculty in the POCR training noting that this is a college need. Lisa Palmer shared that there have been substantial revisions needed in DE addenda due to changes in state legislature. Althea Kippes shared that she is unclear of the responsibilities of this role, noting that she has personally not interacted with this role. Lisa elaborated on the responsibilities this role takes on within the Curriculum Committee. Kiran Malavade shared that she is unclear about the various bifurcations of the various positions of Online Instruction Coordinator, Instructional Designer and Instructional Technologist. Anniqua added that there is an increase in online education, and from the faculty perspective, the Technologist would provide support in the CANVAS shell, the Designer would provide support in the pedagogy, and the Online Instruction Coordinator would provide support in the curriculum. Lisa stressed that this role assists faculty in completing their work and guiding them, rather than doing work that is under individual faculty purview. Althea challenged the time requested. David Eck stressed that there is a significant amount of work associated with online learning and the changing climate. Candice Nance summarized that the campus as a whole needs a clear understanding of the various roles. She shared that as a former Curriculum Chair, this role is needed for compliance in addition to mentorship of faculty work and the technical review component of Curriculum Committee and POCR, stating that it is a significant amount of work. Althea stated that she felt it is a campus wide issue to distinguish between these three positions.

**Motion** – To recommend support of the position of Online Instruction Coordinator for one year, with the recommendation of returning for renewal in the fall to avoid a lapse in coordination coverage. This recommendation includes a discussion to begin in the spring semester to differentiate between the responsibilities of the Online Instruction Coordinator, Instructional Technologist position and Instructional Designer position: M/S: Diana Tedone-Goldstone, Kiran Malavade

**Discussion** –Lisa Palmer shared that she is opposed to this motion, noting that she feels the current coordinator is effectively documenting the work that needs to be done, and she does not question the amount of time requested.

**Abstentions** – none

**Approval** – approved with a majority of yes votes and two no votes

## **11. English Department Coordinator**

No further discussion took place for this position.

**Motion** – To recommend support of the position of English Department Coordinator: M/S: Paul Roscelli, Lisa Palmer

**Discussion** – none

**Abstentions** – none

**Approval** – approved unanimously

## **12. Business Coordinator**

No further discussion took place for this position.

**Motion** – To recommend support of the position of Business Coordinator: M/S: Lisa Palmer, Paul Roscelli

**Discussion** – none

**Abstentions** – none

**Approval** – approved unanimously

## **Revisions**

### **13. Faculty Learning Program 2.0 Coordinator**



Candice Nance and Lisa Palmer provided insight into the history of the FLP and how the timeline of progression throughout the program works. Althea Kippes shared that she has found the FLP to be extremely beneficial for faculty, and the work would not be completed without the coordinator role.

**Motion** – To recommend support of the position of Faculty Learning Program 2.0 Coordinator: M/S: Lisa Palmer, Althea Kippes

**Discussion** – none

**Abstentions** – none

**Approval** – approved unanimously

#### 14. Faculty Accreditation Lead

Lisa Palmer shared that she feels this position is very important.

**Motion** – To recommend support of the position of Faculty Accreditation Lead: M/S: Lisa Palmer, Paul Roscelli

**Discussion** – none

**Abstentions** – none

**Approval** – approved unanimously

#### New

#### 15. Chemistry Department Coordinator

Ameer Thompson shared that this application has his full, unequivocal support.

**Motion** – To recommend support of the position of Chemistry Department: M/S: Lisa Palmer, Paul Roscelli

**Discussion** – Paul Roscelli asked how these duties were done in the past. Ameer Thompson shared that the faculty that will be doing this work are two new faculty. As new faculty, their contract focus should be primarily on teaching. However, this work had been done in the past, but the two new faculty are revamping it and taking on a tremendous amount of responsibility. In the past, no faculty opted to apply for coordinator positions. Ameer stated that he is a big advocate of having faculty paid for their work. Candice Nance shared that the college could benefit from taking an analysis of the equity of release

time, because she has not historically seen much release time in STEM, and she wants to be sure the area is appropriately supported.

**Abstentions** – none

**Approval** – approved unanimously

## 16. Articulation Officer

No further discussion took place for this position.

**Motion** – To recommend support of the position of Articulation Officer: M/S: Lisa Palmer, Althea Kippes

**Discussion** – James Carranza added that this position is extremely important. He stressed that this position needs substantial support.

**Abstentions** – none

**Approval** – approved unanimously

## 17. Supplemental Business Coordination

Candice Nance shared that this submission is following a model that ECE had recently put through for supplemental time for their program. It is not clear if this position will be needed long term, and this is why the existing Business Coordinator reassignment position time was not increased. This is to supplement a large demand for external partnerships as well. Hyla Lacefield emphasized Candice's comments. Althea Kippes stressed the importance of supporting this position due to the growth being experienced in the BDW Division. Erik Gaspar stressed supporting programs that have outward facing components.

**Motion** – To recommend support of the position of Supplemental Business Coordination: M/S: Lisa Palmer, Sarah Cortez

**Discussion** – none

**Abstentions** – none

**Approval** – approved unanimously

## 18. Controlled Digital Lending Library Coordinator

Diana Tedone-Goldstone clarified that part of why this position is being requested is because an Electronic Resources Library position is a need, but reassigned time cannot be requested because this would fall within D-1 duties. Therefore, Controlled Digital Lending can theoretically fall outside those duties more so than other responsibilities of

an Electronic Resources Librarian. This needs to be a faculty role as it is necessary for a Librarian to coordinate as it involves working with faculty at a higher level of collection, development, and understanding of legal implications of having a controlled digital lending program. Starting this program would take a significant amount of work, and once the program is up and running, it would theoretically require a different type of coordination. Candice Nance shared that this is an equity and access issue and should be approved. Kiran Malavade asked if approving this reassignment would work against possibly obtaining a full-time position in the future. Diana stressed that this would hopefully show the benefit of hiring a full-time person. Anniqua and Diana stressed that this is more of a reassignment to establish the foundation upon which a full-time person could further build. Althea Kippes shared that she supports this position as it impacts equity from her perspective. Paul Roscelli noted that the request for reassignment and an additional full time Librarian position appear to be two different asks. Anniqua clarified that the world is changing with artificial intelligence, and there is a strong component of the legal aspect of all of this work. She foresees a heavy initial lift and a continued evolving lift with the full-time person.

**Motion** – To recommend support of the position of Controlled Digital Lending Library Coordinator: M/S: Lisa Palmer, Paul Roscelli

**Discussion** – none

**Abstentions** – none

**Approval** – approved unanimously

## Grant Funded Positions

- MESA Faculty Sponsor (grant funded)
- MEDA Adult School Pathways for CAEP (grant funded)
- CCCC ZTC Acceleration Grant: ECE AS-T: ECE 313 (grant funded)
- CCCC ZTC Acceleration Grant, ECE AS-T: ENGL 100 (grant funded)
- CCCC ZTC Acceleration Grant, MATH AS-T (grant funded)
- AB 1705 Math Lead Faculty (grant funded)
- AB 1705 English Lead Faculty (grant funded)
- Menlo Studio Faculty Advisor/Mentor (grant funded)
- Menlo Studio Faculty Advisor Mentor/Additional (grant funded)
- Human Services Coordinator (grant funded)
- Interior Design Assistant (grant funded)
- Apprenticeship/WBL Coordinator (grant funded)

Diana Tedone-Goldstone asked the committee to please email questions or comments related to the grant funded positions to Diana Tedone-Goldstone and Chialin Hsieh.

## 4) Provide Feedback on Instructional Program Review Process

Diana Tedone-Goldstone asked the committee to please email questions or comments related to the feedback on the Instructional Program Review Process to Diana Tedone-Goldstone and Chialin Hsieh.

- 5) Curriculum Report- tabled due to time
- 6) Good of the order

7) **Important Dates**

- [Reassigned Time](#) (New, Renewals, & Revisions)  
**December 8:** VPI announces decision

8) **Adjournment**

**Motion** – To adjourn the meeting: M/S: Lisa Palmer, Sarah Cortez

**Discussion** – none

**Abstentions** – none

**Approval** – approved unanimously

Meeting adjourned at 11:45am.