



**INSTRUCTION PLANNING COUNCIL
MEETING MINUTES OF**

Friday, September 5, 2014
9:30 am – 11:30 am
Building 6, Room 112

Members Present: Gregory Anderson (VPI Co-Chair), Danielle Behonick (Curriculum Committee), Valeria Estrada (Library), Linda Hayes (Dean), Chialin Hsieh (Dean), David Johnson (Dean), Jessica Kaven (HTP), Nicholas Martin (Counseling), Anniqua Rana (Basic Skills), Carol Rhodes (SLO), Javier Santos (ASCC), Supinda Sirihekaphong (Classified), Janet Stringer (Dean).

Members Absent: Diva Ward (Classified).

1. Approval of Agenda – Approved unanimously

2. Approval of Minutes – May 16, 2014 – Approved unanimously

3. Business

A. Setting goals for 2014-2015 (Review of last year's work)

The following pages 5-7, 13, 15-16 of the Participatory Governance Manual were reviewed, as it highlights IPC's responsibility. Discussion included the following: changes of the program plan document from "Annual" to "Bi-Annual", new deadline of February 28 instead of March 31, faculty training on new form, communication to the whole campus community about the changes.

B. SSSP Plan

Kim Lopez presented the Student Success and Support Program Plan and Budget Plan, which is due to the State on October 17, 2014. The purpose is to document how SSSP funds are used to increase student access by providing core SSSP services: orientation, assessment and placement, counseling, advising, and other planning services to assist students achieve their educational goal.

There was a question if other programs in the college (Middle College) can also benefit from the services made possible by the SSSP Plan. Lopez suggested that the need should be placed in the program plan so that it can be evaluated.

One concern from Nick Martin and was addressed during the discussion was that since Counselors could not properly review the document due to the timing, it was requested that answers in the plan be accurately reflected.

The committee acknowledged the report.

C. Accreditation Follow-Up Report

Chialin Hsieh reported that the PRIE website has the report. From the 2013 Site Visit, there were two college recommendations, and three district recommendations. Only College Recommendation 2 is due to ACCJC on November 12, 2014. College Recommendation 2 states: In order to meet the Standard, the College must review its system for identifying course outlines of record that are out of date to improve and implement a curriculum process that ensures all Course Outlines of Record are reviewed and curriculum currency is maintained.

College Recommendation #1, update Course Outline of Records, was addressed in January 2014.

D. Membership

The Basic Skills position was discussed and agreed that it needs to be a faculty member. Therefore, the BS committee need to decide who will represent them in IPC. The ASCC position will remain at 2. A motion was made to reduce the number of Instructional Deans from 3 to 2. David Johnson and Linda Hayes are sitting this year and Janet Stringer and Anniqua Rana will sit next year. **The motion carried, and was approved unanimously.**

E. Representative to PBC

Dean Johnson will represent IPC at PBC.

F. Task Force for Program Plan Feedback form

The taskforce will consist of Dani Behonick, Carol Rhodes, Doug Hirzel, and Anniqua Rana.

G. Resource requests from last year's Program Plans

Gregory Anderson reported that programs were informed of the availability of funds to purchase items indicated on their program plans submitted in Spring 2014. Items have been submitted to the Business office for account information.

Chialin Hsieh reported that the PRIE office is almost complete with consolidating the list for professional development needs and research requests derived from the Spring 2014 program plans. A report will be given at the next meeting.

Gregory Anderson reported that some facilities request have been met in the Athletics, Learning Resources, Library (ALL) division through bond funds.

H. Schedule of classes

Gregory Anderson announced that a new format and effective marketing strategy is being discussed for the Spring 2015 schedule. The goal is to eliminate the mass mailing of printed schedules and often unused schedules. A few printed schedule will contain the classes we offer, enrollment procedures, and academic calendar. Title V doesn't state that a printed schedule is mandatory only that the schedule be made accessible.

Nick Martin asked that one information that Counselors would like to have is the number of seats still available for a class so that they can better advise students.

4) Adjournment

The meeting adjourned at 11:26 am.