



**INSTRUCTIONAL PLANNING COUNCIL  
MEETING MINUTES OF**

**Friday, December 4, 2015  
9:30 am – 11:30 am, Building 2, Room 10**

**Members Present:** Gregory Anderson, Nick DeMello, Valeria Estrada, David Hamilton, Michael Hoffman, Chialin Hsieh, Maria Huning, Jessica Kaven, Adolfo Leiva, Andee Liljegren (ASCC), Nick Martin, Katie Osborne, Anniqua Rana, Alexandra Wildman (ASCC)

**Members Absent:** Danielle Behonick, Janet Stringer.

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**1. Adoption of Agenda**

**Motion** – Approve as presented

**Discussion** – None

**Abstentions** – None

**Approval - Approved unanimously**

**2. Approval of Minutes – November 6, 2015**

**Motion** – Approve as presented

**Discussion** – None

**Abstention** – Gregory Anderson

**Approval - Approved unanimously**

**3. Business**

**A. Human Trafficking Awareness & Action Event - Information**

Misha Maggi & Jo'an Tanaka announced that January is dedicated to awareness of human trafficking. ASCC is sponsoring this event on January 27, 2016 10:00 am – 12:00 pm at the Main Theater. Everyone is welcome to attend this free event and faculty are encouraged to bring their class. The panel is composed of community leaders who have been working to eradicate human trafficking in San Mateo County and Bay Area.

**B. Plan Progress Report Process – Discussion**

Chair Kaven stated that reports for Distance Education, Basic Skills, and Student Equity plans have been submitted to the Planning and Budgeting Council. She asked if the council members would like to provide feedback for all the plans that IPC reviewed. It was discussed that in order for IPC to

provide constructive feedback to presenters, better presentations are needed. Included in the discussion:

- To provide presenters a clear process on what are the expectations from IPC and what IPC expects from the presenters.
- The feedback be constructive instead of just a “check off”.
- Provide the presenters how the allotted time for the presentation.
- IPC to look at the plan before it is presented.
- Utilize Dean Hsieh’s document to figure out where and when the plans are to be presented.
- Feedback received before plans are implemented.
- To fully engage IPC, present the general concept in the spring semester, then give final detailed report in the fall semester.
- Add the question of “What do you think is pertinent to IPC?”

**C. IPC Rubric & Application – Discussion**

IPC members divided into groups and reviewed and provide feedback of this rubric

[https://docs.google.com/document/d/1ZhBhNov2akjFs6ULc7s6Fxm1AY3hgQxP\\_nz0sl83r0/edit?usp=sharing](https://docs.google.com/document/d/1ZhBhNov2akjFs6ULc7s6Fxm1AY3hgQxP_nz0sl83r0/edit?usp=sharing)

Jessica Kaven, Chialin Hsieh and Gregory Anderson will meet to review the feedback generated from this work group. It was noted that the form will be revised every year. The revised rubric will be approved via e-mail.

**D. IPC rep on Academic Senate - Discussion, Action**

Chair Kaven reported that ASGC President Hirzel requested that an IPC representative (faculty member) is needed in ASGC. This will ensure that pertinent topics that involves both committees will be properly reported to each committee.

Co-Chair Anderson stated that for this to be formal, a change of the bylaws needs to be made. Anniqua Rana suggested that IPC change the bylaws, then appoint a representative.

**E. Instructional Program Review & Reassigned Time Announcement (due dates: IPR by end of February & RT by January 26<sup>th</sup>) – Information**

Chair Kaven stated that Instructional Program Reviews for Humanities and ALL divisions are due at the end of February:

Anthropology  
Art  
Career  
Communication Studies  
Economics  
English  
English as Second Language

Geography  
History  
Kinesiology, Athletics & Dance  
Latin American Studies  
Learning Center  
Library  
Music  
Philosophy  
Political Science  
Psychology  
Sociology  
Spanish  
Theatre Arts

This due date is also the same for Resource Requests. Reassigned time requests are due January 26. The first meeting in the spring semester, February 5, will be dedicated to review the applications for reassigned time requests.

**F. Adjournment**

The adjourned at 11:06 am.