



**INSTRUCTIONAL PLANNING COUNCIL
MEETING MINUTES OF**

**Friday, November 2nd, 2018
9:30 am – 11:30 pm, Building 2, Room 10**

Members Present: James Carranza, Valeria Estrada, Jessica Kaven, Sherilyn Kuo, Matt Lee, Susan Mahoney, Sandra Mendez, Tammy Robinson, Katie Schertle

Members Absent: Joan Murphy, Rebekah Taveau, Katie Osborne, Nick DeMello, Karen Engel

Guests: Leonor Cabrera, Diva Ward

1) Adoption of Agenda

Motion – Approve agenda for 11/2/18 meeting

Discussion –

Abstentions –

Approval – unanimously

2) Approval of Minutes – October 5th, 2018

Motion – Approve October 5th, 2018 Minutes

Discussion –

Abstentions –

Approval – unanimously

3) Business

A. Professional Learning Committee (PLC) Professional Learning Plan (PLP)

David Meckler presented – ask for PowerPoint

Motion – Accept the goals put forth in the Professional Learning Plan

Discussion –

Abstentions –

Approval – unanimously

What is the purpose of the committee? The bulk of the responsibility is FLEX day as there is not enough bandwidth to take anything else on. Adjunct faculty PD day could be a good example. New employee orientation. Guided pathways support. Does CIETL fall under Professional Learning? CITEL emphasized the faculty side of things and it is important to remember that professional learning is for everyone and not just Faculty.

B. ISER Updates (Standard III and IV) – tabled to next meeting

C. Revisit current IPC approved Faculty Reassignments under 3 units with inclusion of work plans

James Carranza – We have reassignments that are under 3 units but the whole point of reassignment is so that you can pull someone from a class so they have time to do the work they have requested. If a request comes to us that is under 3 units, we can still consider it but some of the other requests that might like to be up to 3 units could present a work plan to up them to 3 units. If they do not really need 3 units then that can be left to them. Incorporating work plans along with the reassignments to justify the hours someone is working. This could also help with argument for more than 3 units. Reduced pay or overload when only given 2 units of release time. We also have some deliverables when we have a work plan. Current process is we look at apps, accept them or don't and then someone from the area can now apply for approved positions – we don't collect anything from them in terms of plans. 1 – with a work plan, ones that are under 3 units could be reconsidered and 2 – going forward, we need work plans to give release time. Duties and work plans are different. Reporting what you did and planning what you are going to do. When do the duties happen? This also helps with succession planning. Jessica Kaven – Honors Coordinators do this and this helped with handoff from one Honors Coordinator to another. This helps to have an idea of what worked and what did not work. Who would this go to? This may land on the VPI or the Deans. Public Record for funds spent on reassigned time. The work plan is a good thing to have as it is a working document. What happens for release time positions that continually get funded every year? Do we institutionalize these positions? Not every department has a coordinator and maybe not every area needs one all the time and may be seasonal. This provides checks and balances. In some departments there are classes that are worth less than 3 units or more than 5 units so this could provide circumstances to request something different than 3 units. There are some positions that are separate than the IPC reassigned time which are institutionalized via academic senate. If there is a plan, then Deans can help keep the faculty members on track and provide support. Work plan is not punitive, but a way to help organize thoughts.

#1 - Considering upping reassignments with inclusion of work plan

#2 – Consideration of requiring work plan from person who has applied for reassigned time and report back each year. This becomes a part of the application.

D. Reassigned Time Application Review

- **Anatomy Student Success Initiative Faculty Researcher** – Appreciated that they wanted to gather evidence to best support students. This particular class is a roadblock for several programs and this positions is only for a finite amount of time. Isn't that why we have the Dean of PRIE? It seems like the comments are really split. How many sections of this class do we have and how many students are we talking about? There is some room to work with PRIE – student focus groups, student surveys and we want professionals to work on this. May not be the best use of Faculty time. Why do they feel like the faculty perspective is most important? This could be long-term PD project but there is no funding. Faculty that teach this need to convene as well. Sometimes the people not have involved are the faculty who are teaching the students – when you have the info you want the faculty involved when developing innovations etc. PRIE office in the Fall and then Faculty project for the spring once they have the info they need. Consider this process last year and the things that were and were not approved – is the reassigned time requested reasonable? Refer them to the PRIE office and once they have a better sense of the work that needs to be done they can go to Faculty PD or come back with more specific ask. They would not necessarily need to reapply because they may miss out on an entire year – they can update their application and come back to IPC or their Dean in the Spring in order to be reconsidered. This brings up the larger problem of faculty needing to apply to look at gateway course completion – there needs to be a strong tie to PRIE for help on gather this data for ALL courses.
- **Athletic Director – YES** - Other colleges have FT AD. Isn't this more of an administrative role? When the KAD gets put back together we will move towards this. YES
- **CBOT Program Coordinator** – Classes have declining enrollment, No fulltime faculty member to create new curriculum. Facebook partnership, amazon AWS, internships, employer pipelines and advisory board recommends updates with google docs inclusion. Also works directly with ESL. The

timeline was not very clear and the application was lacking information. This is a problem with the process as a Faculty member needs to write this application and a Faculty member from another subject wrote this application. This will help us get some attention to CBOT. Academic Senate is currently voting on a Program Viability process. The full time position was eliminated.

- **COLTS Coordinator - YES**
- **CITEL Coordinator - YES**
- **CTE Liaison** – This is already done at the other two campuses. If this is an Academic Senate appointment then this may no longer fall to IPC. This is still in the process of being brought to the Board of Trustees. **YES**
- **Digital Arts & Animation Department Coordinator - YES**
- **EHD Program Coordinator** – This position has been working on teacher’s pipeline with SFSU and SJSU and Oxford Day Academy. Our college becoming a bachelor’s degree granting institution and this coordination is very important. The proposal did not clearly justify these duties were outside of Faculty prevue. The explanations provided by Leonor and Tammy were very helpful. This is why it is important to have the work plan. **YES**
- **ESL Department Coordinator - YES**
- **Fashion Program Coordinator - YES**
- **Interior Design Coordinator** – What was attached to the proposal appears to be a part of Faculty duties. All CTE positions have to do their own outreach going to events and high schools. This is a one person department. They need to outreach to find industry experts. We also have an accredited license with the national kitchen and bath. Position runs student club etc.
- **ZTE and OER Coordinator – YES**

Process is hard. VPI Robinson – as long as there is a distinct work plan then this can help with applications that may have been slightly incomplete. In the future, should we invite people to be here so that it is equitable? Can we revisit this later on to see what was helpful, what changes to the applications that might need to be made – etc.? We should revisit the application process in the future for next year and moving forward.

4) Adjournment

Meeting adjourned at 11:20am