



**INSTRUCTIONAL PLANNING
COUNCIL
PROGRAM REVIEW
PRESENTATIONS MEETING
MINUTES OF
October 2, 2020
9:30 am – 11:30am, Zoom**

Members Present: Jessica Kaven, Tammy Robinson, Lisa Palmer, Allison Hughes, Alex Claxton, Sakol Bun, Katie Perkins, James Caranza, Susan Mahoney, Karen Engel, Rebekah Taveau, Chris Burns

Members Absent: Pisith Keo, Joan Murphy

Guests: Jamie Hui, Althea Kippes

1) Adoption and Approval of Agenda

Motion – To adopt agenda: M/S: Lisa Palmer, James Carranza

Discussion – none

Abstentions – none

Approval – approved unanimously

2) Approval of Minutes

Motion – To approve minutes of September 18, 2020: M/S: Katie Perkins, Lisa Palmer

Discussion – none

Abstentions – Allison Hughes (not present at 9/18 meeting), Rebekah Taveau

Approval – approved

3) IPC Bylaws

Jessica Kaven projected the current draft of the IPC Bylaws document. Jessica asked the committee to review the document once again and to make note of any changes that they would like to discuss with the committee. James suggested the timeline for voting for a co-chair would be more consistent with other committees on campus if it took place by the end of the spring term so that those serving in fall were already decided for the start of the academic year. Rebekah agreed that this was a good idea and added that it would be helpful for the current co-chair to transition the following co-chair during the semester if this timeline was followed. Karen asked if the bylaws were in line with the proposed campus committee template. Jessica confirmed that yes, they were similar. James also suggested selecting the PBC representative in the spring for the following fall as well.

Motion – To approve the bylaws with the edit of timeline selection for co-chair and committee representatives taking place in spring to take effect the following fall: M/S: Lisa Palmer, Karen Engel

Discussion – none

Abstentions – none

Approval – approved unanimously

4) Membership and Faculty Co-Chair

Jessica projected the current membership of the committee on screen. Jessica informed the committee that currently, the counselor role is vacant. One more faculty member at large is also needed. Academic Senate has two interested applicants and the second faculty member should be selected by the time of the next meeting. All other positions are filled. Jessica shared that the action item is to select a faculty co-chair from the membership list of committee members. Jessica asked the committee if any faculty members would be interested in serving as co-chair, and informed the committee that she would be happy to continue as co-chair if no other interest was present.

Motion – To nominate Jessica Kaven as IPC co-chair for the current academic year: M/S: James Carranza/Rebekah Taveau, Susan Mahoney

Discussion – none

Abstentions – Jessica Kaven

Approval – approved

5) PBC Representative

Jessica informed the committee that a formal vote was necessary to select a PBC representative from the committee. Jessica asked the committee if any members were interested in the role. James shared that he is happy to continue in the role, and would alternately be happy to allow another person to take the role if interest was present. Tammy suggested having an alternate present.

Motion – To nominate James Carranza as primary PBC representative, and Allison Hughes as alternate PBC representative: M/S: Lisa Palmer, Karen Engel

Discussion – none

Abstentions – none

Approval – approved unanimously

6) Instructional Technology Update

Allison provided the Instructional Technology Update. Allison shared that there are two softwares the district is purchasing, one is Panopto, a video hosting platform that captions videos. Tammy shared that Panopto will be ready in a few weeks. It will be piloted this spring. Tammy shared that this is the answer to the media server issue that Prof. Michael Stanford presented to the committee

last year. Tammy shared that the problem looking to be solved included access to film storage for professors to use. Searching key terms in the lecture will also now be possible, and students will be provided the ability to upload some content as well. A demo will be shown during Flex Day. Tammy shared that the goal this semester is for the software to be piloted by at least 10 people district wide with no cap, and the contract is for one year. Tammy shared that anyone interested in the software should participate in the demo. The software will allow faculty to be able to deliver their classes in a more flexible manner. Tammy shared that representative from Brown University will discuss the software with the taskforce in the coming weeks.

Allison shared that the second software that will be introduced in the future is Pronto, a chat service similar to Slack that will integrate directly into Canvas. Faculty members will be able to choose which courses they wish to use it for. Allison shared that video meetings through Pronto will also be available. Currently, a pilot for Pronto is taking place. Several faculty members will test the software. A year long trial is also available for the district at this time. Allison asked those who were interested in the demo to reach out to her for access. Alex asked if Panopto was intended for classroom storage recording. Tammy shared that it was intended for this purpose. Alex asked the committee about FERPA considerations. Tammy clarified that recording the lecture and recording the live synchronous session were two different items. Allison shared that ITS vets all software for FERPA compliance, data security, and accessibility, and they have been in conversations with the software representatives. Karen suggested providing guidance for faculty regarding what should be stored on the software and what should not be stored. Allison shared that she would ask IT about this and ensure it has been addressed.

Jamie shared that she was present in the Pronto training. Jamie has used the Canvas chat with her class and has had the experience of it being very limited. Jamie asked about monitoring groups in pronto/breakout spaces. Allison clarified that the option for faculty to not be part of every breakout group is possible. Jamie shared her concern regarding liability and ensuring students are following rules when in breakout groups. Allison shared that prefacing student sessions with netiquette and student code of conduct information is appropriate in these instances. Student online activity and what they choose to share and post also falls under the student code of conduct. DEAC is discussing adding specific language regarding online student engagement and the student code of conduct as well. Allison stated that she would follow up to clarify for Jamie if students are able to create their own breakout groups as the software continues to be tested.

Allison also shared that the October Instructional Technology newsletter would be sent today. In this newsletter, Allison gathered main student support technology resources for faculty to find all links in one place. Lastly, a meeting has been calendared to discuss QOTL 2.0, a training course for those who have already completed the QOTL course, or those who feel they are more advanced and would benefit from more information. Allison shared that more information would be coming soon, and if anyone had ideas, questions, or feedback for QOTL 2.0 to email her.

7) Library Update

Chris Burns provided the Library Update. Chris shared the following Curbside Pickup flyer with the committee:

THE CAÑADA COLLEGE LIBRARY PRESENTS:
CURBSIDE PICK-UP

How it Works:

Step 1: Request Material

Step 2: Schedule an Appointment

Step 3: Pick up Material

Curbside Pick-up Location:

Parking Lot 1, Fire Lane

Curbside Pick-up Days:

Monday 11-4

Tuesday 10-3

Wednesday 10-6

Thursday 10-3

SUBJECT TO CHANGE

Collections that will circulate:

- Circulation Stacks
- Course Reserves
- Graphic Novels
- Reference
- Children's
- ESL Readers
- Spanish Language Books
- DVDs



Chris shared that books, textbooks and course reserves will be available for curbside pick-up. Any students or faculty that need items from the library can schedule to pick them up. Chris shared that visiting the library website to schedule an appointment is required. The website link and instructions can be found here:

<https://guides.canadacollege.edu/c.php?g=1072264&p=7807155>

Chris also shared information regarding upcoming drop in workshops mostly surrounding formatting sources in MLA or APA. These workshops are about half an hour. There is a full schedule that is being updated as the semester progresses that is inclusive of other topics as well. The most up to date information can be found on the college library website here:

<https://canadacollege.libcal.com/calendar/online-events/?cid=13315&t=g&d=0000-00-00&cal=13315&inc=0>

Chris shared that the library staff is excited about the drop in opportunities. Currently, the library is averaging 1-2 students per session, and increasing turnout would be preferable. Chris shared that he is pleased that some students are accessing the resources available.

Lastly, Chris shared that the New York Times subscriptions for anyone with an SMCCCD email address are now available. They can be renewed continuously for yearlong subscriptions as long as the district continues to offer this subscription. Students, faculty, and staff can obtain the subscriptions. Chris shared that the more individuals that obtain subscriptions, the better it will be to justify the need for this. CSM has had this option for a few years and has had much success with it. Subscriptions for The Wall Street Journal are also going to be offered in the near future.

Tammy shared that she agreed those updates are very exciting. Rebekah shared that in her department, faculty are sharing articles with students and making use of the subscriptions. Althea asked how faculty and students would be set up to obtain a subscription. Althea shared how excited she is for this offering and that she will be providing students with extra credit if they obtain a subscription. Chris shared that users should go to the Library homepage, Database section, and locate New York Times in the drop down menu. Employees can then login with their SMCCCD login credentials and complete the process to receive a login.

Sakol suggested for faculty members to announce this offering to students in classes so that students are more aware of how to take advantage of the subscription.

8) Reassigned Time

Tammy and Karen presented on this item. Tammy shared that the goal is to ensure clarity in the process for applying and renewing reassigned time applications. Karen projected a working chart that is currently being discussed outlining reassigned time. Various categories exist including CTE/ESL/ Programs Requiring Community Engagement (these areas require different levels of community engagement and also require curriculum to be updated every two years), College-wide Planning (campus wide initiatives), Guided Pathways (4 interest areas with faculty leading these areas to ensure program completion), Mandatory (either by contract or by assignment or external mandate), Grant (required), and Discretionary/open (areas that are either departmental or under college discretion). Tammy asked the committee if there were any questions.

Rebekah asked about the IPC website. She shared that ACES Coordinator is listed as a mandatory position which is also present in the equity plan granted by the state. Rebekah asked if this had changed. Karen shared that after completing some research, while the state has clear expectations regarding equity planning and responsibilities and faculty role, it does not require that a faculty member be given release time the way other programs may. The release time is not mandated, but faculty participation is necessary, and this update will need to be reflected on the website. Karen shared that this role is discretionary, but is something that the college wants to continue supporting even though release time is not mandated by the state. Rebekah asked for the reason for the change. Karen shared that scope of work will likely be revised more explicitly in the future for example, due to PBC changing the role of college wide committees. Jessica stated that this would be something to return to in future discussions. Rebekah shared that she can be ready with appropriate questions

when told when and with whom to address them. Jessica asked Karen if she could highlight positions that are grant funded outside of required grants. Karen shared that all of the data is not yet available, but to date the listed positions have been paid for by Guided Pathways funding the college has been receiving by the state, and the next year will be the final year of received funding. Increasingly, grant funded roles will have to be supported by the campus. Karen asked if Althea knew about CTE program roles being funded by Strong Workforce funds. Rebekah shared that she believes she understands the reason why ACES is being changed from mandated to college wide is to make it consistent with the other committees. Karen clarified that state legislation does not make it mandatory to mandate faculty coordination and/or release time explicitly, although it does state that development should be in collaboration. Rebekah asked who she can speak to regarding the reapplication process and the job description. Tammy shared that a committee will have to be formed regarding the job descriptions, understanding that only a few weeks are available to prepare. Rebekah shared that originally, David Reed and James Carranza said to bring the position to IPC for discussion and PBC for a vote. Rebekah asked if she should proceed with bringing the position description to PBC or wait for feedback before reapplying. Rebekah would like to be as proactive as possible regarding this process. Tammy shared that Rebekah should send the job description to her office and that she would be discussing with Dr. Perez regarding what the position may look like moving forward. Tammy shared it is important to review the evolution of the position and work, and honor the fact that we are in a pandemic. Tammy shared that there is a level of intersectionality, and all of the answers are not yet clear, but that there are some areas that need to be addressed including work not being duplicative. Working closely with the anti-racist framework, it is necessary to ensure work is not being duplicated. Rebekah asked to be included in the conversation in anticipation of when the application is due.

Allison asked if ECE changed to EHD (Education Human Development). The committee confirmed this was the case. Jessica asked if Karen and Tammy had information about who was currently in the roles and the length of terms. Karen shared the current working list with the committee. Karen shared that the information is present for the assignments that come through the IPC process. Karen shared that in the new faculty contract, the Academic Senate receives 2.6 units of release time in total for all positions, and this will need to be further reviewed. Tammy shared that this is not only for one year, but is rather ongoing which will shift the budget moving forward. Jessica shared her hope that moving forward, Academic Senate could create a similar chart, so that one master list could exist with description of positions, IPC applications, and terms. Jessica shared that in the next week, deans are to communicate with faculty on roles that are up for renewal. Lisa asked if this chart can be placed in the minutes. Tammy and Karen shared that the chart is a work in progress and accuracy is necessary before posting. Jessica asked if deans can be sent the information regarding reapplying for program level positions. Tammy shared that it would be discussed. All positions with the exception of mandated positions are being reviewed keeping in mind that the budget moving forward will likely influence some positions. James shared that it may be important to also note that all faculty coordination counts on the wrong side of the 50% rule. Karen shared that currently, we have about 9 FTE in terms of reassigned time, and incorporating Academic Senate positions would potentially cause this to increase. Tammy clarified the 50% rule that 50% of the budget must go toward instruction as a mandate. The board is continuously pushing to ensure we meet the mandate, and a college such as ours requires at times that faculty do more, and this is where reassigned time comes into play. Tammy shared that we have significant reassigned time, and we also have not faced a pandemic previously, so it is crucial to reassess the needs of the campus and what is possible. More people in reassigned time positions chip away at getting closer to meeting this

mandate. Rebekah commended James for being clear with faculty in his division about being clear and realistic about what they are proposing in their reassigned time applications. Rebekah also shared that considering parity across the various campuses is also appropriate, for example, having fewer faculty, but the same goals and needs of other institutions. If coordination time is being minimized, it is important to discuss how else will this work continue to move forward. Jessica echoed the significance of the work the faculty have done to help the college be successful. Lisa asked about how the budget is impacted by administration. James shared that Graciano would have the most up to date information regarding the actual operating budget. Karen projected the district budget expenditures by account type for those interested. Tammy shared that Graciano will be making a presentation at PBC regarding this information as well.

Jessica thanked Karen and Tammy for creating a working list to present the information that the committee requested at the last meeting, and was hopeful as this becomes further finalized, it can be more widely shared.

9) Good of the Order

Althea shared that monthly legal clinics are being offered remotely via zoom or phone call for any member of the public to meet with an attorney for free for 30 minutes, with various topics and legal issues being discussed.

Rebekah shared information regarding an upcoming event regarding getting the vote and your voice out. Professor Alicia Aguirre will present about promoting voting and how to share your voice if you are unable to vote. The event will take place on October 8. This is part of the Activism Workshop Series in collaboration with ACES and ASCC.

Additionally, Rebekah shared an event taking place on October 18 where several artists will speak and share their perspective on anti-racist art and political art. Rebekah is working with marketing to finalize the flyer for distribution.

10) Adjournment

Motion – To adjourn the meeting: M/S: Karen Engel, Jessica Kaven

Discussion – none

Abstentions – none

Approval – approved unanimously

a) Meeting adjourned at 10:57am.