



## INSTRUCTION PLANNING COUNCIL

Wednesday, February 05, 2010

9:30 am – 11:30 am

Building 9, Room 354

### MINUTES

**Present:** Leonor Cabrera, Jennifer Castello, Linda Hayes, Jonna Pounds, Byron Ramey, Carol Rhodes, Rita Sabbadini, Janet Stringer, Greg Stoup.

**Absent:** Patty Dilko, Denise Erickson, Missy Hilburn, Sarah Perkins.

**Guests:** Margie Carrington, José Peña, Anniqua Rana, Michael Stanford.

**1. Approval of Agenda** – Approved

**2. Approval of Minutes** – November 20, 2009 – Approved as amended  
– December 2, 2009 – Approved

### **3. Discussion/Information Items**

- José Peña presented the Apportionment Attendance Report (320 Report) which is a report required by Title 5 and used by the Chancellor's Office to calculate the amount of State General Apportionment funds for each district. There are three reporting periods:
  1. P1 (First Period) – due to the State January 15
  2. P2 (Second Period) – due to the State April 20
  3. Annual Report - to the State on July 15
- Greg Stoup presented the Strategic Planning for 2011-2012 that includes the process goals of the following:
  - Extensive student participation
  - Deep and broad engagement with faculty and staff
  - New formal lines of dialog with key external stakeholders

The desired outcomes from these three goals are:

- Campus-wide ownership of final plan

- Prioritized list of strategies each linked to core indicators
- Progress against goals assessed and discussed routinely
- Cañada identified as the best practice in strategic planning.

It was proposed that there would be four working bodies: CPC, Strategic Planning Oversight Committee, IPC & SSPC, Working Groups. The committee recommended suggestions for improvements of the proposed working bodies.

- Greg Stoup presented the ARCC report which is released annually by the Chancellor's Office and includes peer group benchmarks, a brief self-assessment, following a set of seven College Performance Indicators:
  1. Student Progress & Achievement
  2. Completed 30 or more units
  3. Fall to fall persistence
  4. Vocational course completion
  5. Basic Skills Course Completion
  6. ESL course improvement
  7. Basic Skills Course Improvement
- Greg informed the council that ACCJC accepted the follow up Accreditation Report.
- It was announced that there is a meeting on 2/10 to discuss CIETL ideas with faculty and staff members.