



INSTRUCTION PLANNING COUNCIL

Wednesday, March 05, 2010

9:30 am – 11:30 am

Building 9, Room 354

MINUTES

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

Absent: Patty Dilko, Denise Erickson, Kate Jensen, Sarah Perkins

Guests: Tom Mohr, Vicky Nunes, Bart Scott.

1. Approval of Agenda – Approved

2. Approval of Minutes – February 19, 2010 – Approved

3. Business

I. FTE and FTES distribution

President Mohr informed the council of the District's plan to reduce equally among the three colleges. This led to the discussion of setting possible process for eliminating/reducing programs.

Suggestions:

- Each program develops an information sheet to show what happens if a particular program is eliminated/reduced. An example is the Spanish Program presentation from Monica Malamud.
- Deans identify programs that could be reduced; however, IPC would be the body where the information is presented for feedback.
- Obtain class load completion rates. Compare enrollment between first day of class to the last day of class to obtain completion rate.
- Review trends, goals of the college.
- Review tuition fees policy. Currently, if student owes less than \$200, they can still enroll.
- Consolidate courses in each department.
- Reinstate prerequisite requirement.

- Determine what classes to offer during the day and night.
- Alternate course offerings between Fall and Spring semesters.
- Annual Program Planning document as the guiding tool for program/course reduction.
- IPC to formalize process for Annual Program Plan.
- Continue to discuss combining programs within the three colleges.
- Review data from Transfer, BSL/ESL, CTE, and CSU GE and determine if it fits the college's top four priorities.

II. Strategic Planning and Annual Plan

Membership and working groups are defined by IPC and SSPC. Internal Stakeholders are composed of students, and faculty and staff. External Stakeholders are composed of alumni and local business, and all others. It was recommended to add academic goals be added to the working groups of Students and Alumni & Local Business.

The council approved that there is adequate representation in the oversight committee (three Instructional Deans and Greg Stoup).

IV. Hiring

Dean Linda Hayes from the Business, Workforce, and Athletics Division asked the committee to endorse an emergency hiring of a one-year Assistant Professor for the 3D Animation & Video Game Art & Multimedia program. Due to the retirement of Professor Mecorney effective Spring 2010 and the resignation of a tenured professor in 2009, the Multimedia program will be left without a full-time professor. The Multimedia program offers Certificates of Achievement in Graphic Design, Web Design, Multimedia Art & Technology, and 3D Animation and Video Game Art, and transfer in Multimedia Art & Technology.

Leonor Cabrera endorsed the emergency hiring of a one-year Assistant Professor for the 3D Animation & Video Game Art & Multimedia program, and the committee approved.

V. Other

Greg Stoup gathered three survey questions from the IPC to include in the Noel-Levitz student survey.