



Highlighted areas
correction from
3/2/12 meeting.

INSTRUCTION PLANNING COUNCIL

Friday, February 3, 2012
9:30 am - 11:30 am
Building 6, Room 112

MEETING MINUTES

- Present:** Jenny Castello, Patty Dilko, Linda Hayes, Sarah Perkins, Jonna Pounds, Carol Rhodes, Janet Stringer,
- Absent:** Alicia Aguirre, ASCC, Denise Erickson, David Johnson, Michelle Morton, Rita Sabbadini, Carla Stoner-Britto, Greg Stoup
- Guest:** Lorraine Barrales-Ramirez, David Patterson, Kathy Smith
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1. Approval of Agenda – Approved

2. Approval of Minutes – November 18, 2011 – Approved

3. Updates - Jenny Castello, Dave Patterson and Lorraine Barrales-Ramirez will be taking the comprehensive program review to the Academic Senate meeting for approval on Thursday, 2/9/12 at 2 p.m.

4. Action Items - Patty Dilko was nominated and voted as co-chair to the IPC, replacing Byron Ramey who has left the committee.

5. Discussion Items

I. New Hire Priority List and Timeline Reviewed – Positions on IPC SharePoint
Faculty Positions:

- a. General Counseling – additional position which they would then have 5 instead of four.
- b. EOPS/CalWorks Counseling – partially funded through EOPS – 80% EOPS and 20% general fund
- c. Electronic Resource Librarian – library instruction, assist at reference desk, operate facility as a space, growth—want to implement an information literacy requirement but need another person; position MIS or MLS – leadership in the digital resources and distance education and working with faculty.
- d. English – need clarification is it for an English or Reading?

- e. Physics/Astronomy – third time it has come up; enrollment figures are high and need a f/t faculty member to oversee labs in astronomy with maintenance of equipment;
- f. Writing Center/Learning Center – difficult for TLC to be used for TBAs; could be combined with another position – basic skills coordination and writing center coordination – concept with Carla and Rita putting together. Basic skills initiative will pay and writing center will pay.

Non-Faculty Positions:

- a. Instructional Aide II – Career Services & Student Life & Leadership (FT) – offer Career and Student Life workshops.
- b. Program Supervisor for Career Services (FT) – working off a position already— eliminate the current position and for \$7K bring this position to a supervisor level.
- c. Program Services Coordinator for Student Success (FT) – supporting counseling and dealing with issues where the counselor. Counselors relieve of duties of clerical; work more with student early alerts, no staffing to handle students; help with the student population.
- d. Physical Science Lab Tech (PT) - growth in physics and chemistry, need to have someone in the lab – safety issues without proper supervision.
- e. Accounting Technician – (FT) —for Business Office. At the current time, there is 1 ½ employees in the Business Office and the other person concentrates on getting more facilities contracts (rental).

At CPC's meeting, the approval for emergency hires included International Business/Accounting and General Counseling. This is in addition to the positions listed above. The emergency hires are replacing faculty who have left.

All positions are posted on the SharePoint IPC site under 2011-12, position justifications and data will be added by Greg.

Next Tuesday, February 7 – 2-4 pm., positions will be presented (in order listed) by faculty members and will be recorded by Mike Tyler. Important for IPC members to be present; A.S. has its own process that will report to the President directly. SSPC, IPC, APC will be meeting and then at the IPC meeting, 3/2 IPC members vote and then IPC & SSPC will be voting and joint feedback give to CPC make sure process has been followed and then moves forward to President.

Data from Greg – program review, certificates/degrees/transfer, loads, students... need data from library, e.g. how many faculty bring classes over, move data to have Greg present possibly, counseling – include SARS info; address changes in running a career center – what services will be offered.

Questions - How can we be looking at positions when we have to take a \$1 million reduction? Need to look at all possible sources, Fund 1, Measure G, categorical funds, carry over, and grant. In addition, rental money comes into the mix; continue solid planning but need to be cautious when discussions take place.

Talk about taking the categorical money into one fund and then take that fund and assign a certain dollar amount to the FTES.

Planning to have Measure G next year--\$2 mil this current year.

II. Educational Master Plan - Role of IPC and what do we want to do:

IPC is the planning body for Instruction and how do we see it linked in with the Educational Master Plan? Remind people about this EMP, keep it up on the radar screen; where does the macro view come in to know that it fits in with the general education requirement; what process to use to see if the EMP is being achieved?

IPC – each meeting discuss what is happening with objectives within the EMP. Requests to have formal reports done to communicate and give input.

CPC will have this on their agenda to discuss at each meeting; The accrediting bodies are focused on planning – evolving over the past several years; identified persons and offices to be held accountable; annual and comprehensive plans are feeding into equipment feeding into the direction of where we are headed –keeps us on track.

IPC—how to work with the EMP: went over the four strategic areas... teaching and learning, completion, community connections, and global and sustainable.

Keep spotlight on plan... Communication and check in on specific objectives. Start the 24 objectives in February or March—need to set up a timeline and select categories. Co -Chairs Dilko and Perkins will work on a plan and send to the committee members for approval.

III. SFSU chosen by AAC& U to overall general education by SLOs for the LEEP report. SFSU will have the new Gen Ed by 2013; new general education is lining up similar to ours and they have overlays that includes sustainability. SFSU has four overlays: sustainability, US ethnicity, global education, etc. that is embedded in General Education courses.

Denise and Lisa are working with SFSU working on general education with a grant.

4. Adjournment

The meeting adjourned at 11:35 am.