



**INSTRUCTION PLANNING COUNCIL
MEETING MINUTES OF**

Friday, March 19, 2013
9:30 am – 11:30 am
Building 6, Room 112

- Members Present:** Frank Austin (Classified), Patty Hall (Honors), Linda Hayes (Interim VPI, Co-Chair), David Johnson (Dean), Nicholas Martin (Counseling), Jonna Pounds (Classified), Carol Rhodes (SLO), Janet Stringer (Dean).
- Members Absent:** Alicia Aguirre (Curriculum), Keri Ferrari (ASCC), Denise Erickson (Professional Development), Michelle Morton (Library), Anniqa Rana (Basic Skills), Jan Roecks (Dean).
- Guest:** Susan Mahoney
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1. Approval of Agenda – Approved as amended: add Sustainability Plan to first on agenda.

2. Approval of Minutes – March 1, 2013 – Approved

3. Business

A. Sustainability Plan

Susan Mahoney presented the draft plan to the committee. Reasons for the plan are to comply with State regulations, response to the need for environmental and economic sustainability, and social equity, job sustainability, and saving of money. A template, to be utilized throughout the state, has been created in collaboration of CCC Chancellor's Office, Citrus College, and Newcomb Anderson McCormick. This template will address energy, transportation, solid waste/recycling, water issues, green curriculum, and others related to sustainability. There are three parts: planning guidebook, implementing planning checklist, and action plan template. There are eleven goals: Campus and Community Awareness & Involvement, Curriculum Development, The Built Environment, Energy Conservation and Efficiency, Water Conservation and Efficiency, Solid Waste Management Transportation, Sustainable Procurement, Renewable Energy and Onsite Generation, Climate Action Plan, Sustainability Plan Management.

Final comments are due May 3 to Susan Mahoney mahoneys@smccd.edu or Raj Lathigara lathigarar@smccd.edu; it will be presented to the Board of Trustees on June 12 for approval.

B. Update on computer availability for classes

Linda Hayes shared a spreadsheet that shows classrooms with computer labs. The purpose is to show the schedule of each room so that if a faculty needs to use it, s/he can request. Discussion included creating policy on the time frame when it can be reserved, how to make it available for faculty & staff can view it.

It was also requested that a summary sheet be included to describe resources and limitations for each room. It was also added that computer availability be a topic of discussion for Fall 2013 flex day.

C. Review Hiring Process - how well did the process work?

Carol Rhodes solicited feedback on how did the review hiring process work. The following were discussed: the joint meeting of IPC, SSPC, APC, ASGC need to be revised so that it can be completed closer to when the semester begins (1st Friday). The timeline be moved closer to the beginning of the semester so that decision would be made by late February instead of March 15. Choose a time when people can attend such as when division meetings are held (the first of the month) instead of a 2:00 – 4:00 pm on a Tuesday date. Involvement of Adjunct and FT faculty in hiring discussion is important.

D. Delineation of Functions

Jan Roecks presented the document and discussion with feedback followed. Document was also emailed to the members prior to the meeting. Please send feedback to Roecks in order to take back to Vice Chancellor Luan.

E. Participation Governance

The document, Annual Review of the Participatory Governance Committees at Cañada was distributed to the committee before the meeting for review. Answers to the questions on the document were discussed and will forwarded to VPSS Richards. Recommendations from the discussion included for IPC to set meeting dates and meet as necessary, and to create taskforce as needed.

F. Publication of Program Learning Outcomes (PLO's)

Carol Rhodes reported WASC is requiring PLOs to be posted online for public view. Concerns included that accurate assessment will be not included in the posted executive summary, and the effectiveness of publicly posting it. It was recommended that further discussion should be brought to district and statewide Academic Senate. Patty Hall will bring the discussion to Academic Senate.

G. Scorecard

Linda Hayes presented the results of the Scorecard, a tool used to measure student performance. Link to the results can be found at <http://www.canadacollege.edu/about/scorecard.php>

It was noted that some of the numbers are not accurate.

4. Adjournment

The meeting adjourned at 11:30 am.