Cañada College

INSTRUCTION PLANNING COUNCIL
Friday, May 15, 2009
10:00 am - 11:30 am
Building 16, Room 108

MEETING MINUTES

Present: Jenny Castello, Patty Dilko (Faculty Co-Chair), Salumeh Eslamieh, Sharon Finn, Linda Hayes, Jonna Pounds, Carol Rhodes, Janet Stringer (Administrative Co-Chair), Greg Stoup.

Absent: Denise Erickson, Byron Ramey, Rita Sabbadini, Ben Smith.

Guest: Martin Partlan, Joan Rosario.

---

1. **Approval of Agenda** – Approved

2. Approval of Minutes – April 3, 2009

3. Discussion Item
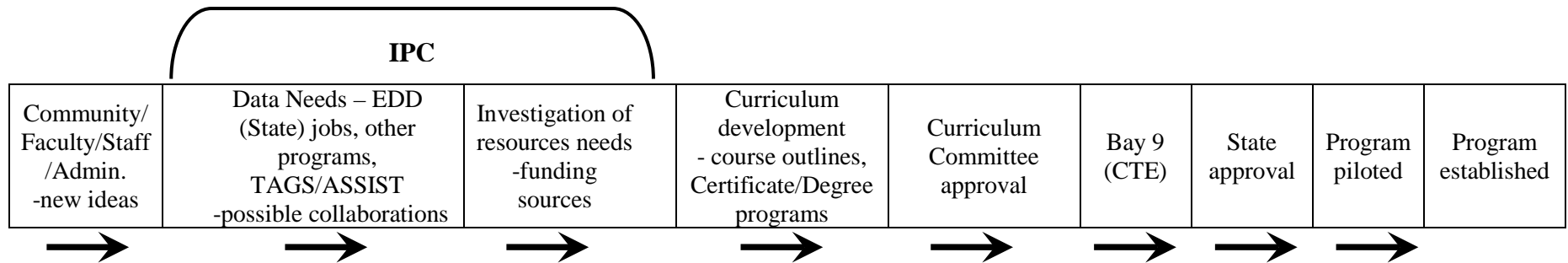
I. Public/private works products

It was decided that a private site be created to share information within the members of council and a public website for the whole Cañada community.

II. Hiring guidelines

Marin Partlan, Academic Senate President, presented the proposed hiring guidelines which is intended for new positions only. It was recommended the addition of "Cañada College" to the document.

III. Process for review/approval/promotion of new programs

    A. Current process

	IPC							
Community/ Faculty/Staff /Admin. -new ideas	Data Needs – EDD (State) jobs, other programs, TAGS/ASSIST -possible collaborations	Investigation of resources needs -funding sources	Curriculum development - course outlines, Certificate/Degree programs	Curriculum Committee approval	Bay 9 (CTE)	State approval	Program piloted	Program established

    B. CSM PIV

The CSM PIV process document for their Multimedia program was reviewed. CSM adopted a process that involves staff/faculty and consultant from different disciplines to review a program. The Multimedia program at CSM is in the process of finalizing a PIV checklist that Cañada may adopt. It was recommended that the IPC may also take on the PIV process alongside with the annual program reviews.

    D. Discussion of how IPC can contribute

- Possible PIV process to identify potentially weak programs:
  a) Concern is brought to IPC
  b) Review existing planning documents
  c) IPC decides whether PIV is needed.

- A concern was brought up that if along the program review process, a personnel problem was identified, where should it be forwarded to?

4. <u>Other Items</u>

The following items will be presented to the new VPI for immediate action in the fall:
- A plan for reviewing the program planning documents and completion of these reviews
- Development of a streamlined PIV document