



**INSTRUCTION PLANNING COUNCIL
MEETING MINUTES OF**

Friday, October 7, 2011
9:30 am – 11:30 am
Building 6, Room 112

Members Present: Alicia Aguirre, Leonor Cabrera, Patty Dilko, Linda Hayes, David Johnson, Jeanette Medina (for Denise Erickson), Sarah Perkins, Jonna Pounds, Byron Ramey, Carol Rhodes, Rita Sabbadini, Greg Stoup, Janet Stringer.

Members Absent: ASCC rep.

1. Approval of Agenda – Approved as amended to reorder items.

2. Approval of Minutes – September 16, 2011 – Approved

3. Business

I. Accreditation

Vice President Perkins reported that Greg Stoup and Doug Hirzel are Co-Chairs of the Accreditation Report. A draft copy of the Accreditation Standards Committee Membership for the 2013 Self-Evaluation Report list was distributed to the IPC members and was requested to review the membership list and give feedback. Once a final list is determined, the Administrative Council will submit to Academic and Classified Senate for final approval.

II. Annual Program Plan & Comprehensive Program Review

Comprehensive (6 yr cycle)

Vice President Perkins stated that the Comprehensive Program Review should be a cumulative report of the Annual Program Plans. Patty Dilko and Alicia Aguirre volunteered to work with Sarah to draft an updated comprehensive program review packet. IPC members were requested to review the current comprehensive program review packet. Once the necessary changes are made to the document, it will be forwarded to Academic Senate for final approval.

It was mentioned the CurricUNET contains a program review section, which our college could utilize. *Note: On 10/12/11, an e-mail was sent to IPC members inviting them to participate in a teleconference on 10/14/11 with CurricUNET showing the program review module.*

In addition, the Comprehensive Program Review schedule was reviewed and updated to reflect the SLO Planning Groups list that Carol Rhodes provided. Attached is the new schedule.

Annual Program Plan

Rita Sabbadini mentioned that Student Services is currently reviewing their form to align with the GE Institutional Student Learning Outcomes. A copy of the document was distributed and a recommendation was made to make the form more user-friendly.

III. Assessment

Carol Rhodes reported she has been individually meeting with Assessment Mentor Coaches.

It was suggested that a timeline should be included in the SLO's for faculty to know when the forms are due.

Vice President Perkins mentioned that there is a sentiment that faculty jobs are dependent on how well the SLO's are met. She wanted to make it clear that this information is incorrect and that achievement of SLO's does not reflect faculty's job. If reductions are needed, the PIV (Program Improvement and Viability) process would be utilized. In Spring 2010 semester, the PIV process was utilized to identify the 10% reduction.

Vice President Perkins reported that the GE Institutional SLO's document was discussed at the Curriculum Committee on 10/14/11. At the Curriculum Committee meeting, it was recommended that the document be changed back to the old format before IPC's revision but incorporate IPC's recommendations. A subcommittee that includes both IPC and Curriculum Committee members will be meeting to discuss this issue.

IV. Educational Master Plan

IPC members reviewed the draft Educational Master Plan 2012-2015 document that was emailed campus-wide by Vice President Richards. Dean Stringer suggested deleting the "timeline" section under Teaching and Learning Objective 2 (pg 17-18).

V. Measure G

Vice President Perkins reviewed the purpose of Measure G and distributed a copy of the updated Measure G expenditure report. She presented a detailed report for each line item on the document. Last year, each college received 2 million, the same allocation is expected for this year, and the additional one time carry over.

It was suggested that the detailed line-item report as presented by Vice President Perkins, should be how it is presented to faculty to understand how Measure G has been utilized.

VI. Other

IPC membership will be discussed on the next meeting.

4. Adjournment

The meeting adjourned at 11:32 am.