



**INSTRUCTION PLANNING COUNCIL
MEETING MINUTES OF**

Friday, November 4, 2011
9:00 am – 11:30 am
Building 2, Room 10

Members Present: Leonor Cabrera, Patty Dilko, David Johnson, Sarah Perkins, Jonna Pounds, Byron Ramey, Carol Rhodes, Rita Sabbadini, Janet Stringer.

Members Absent: Alicia Aguirre, Denise Erickson, Linda Hayes, Greg Stoup.

Guest(s): Dani Behonick, Michelle Morton, Jithan Tenakoon (ASCC rep).

1. Approval of Agenda – Approved

2. Approval of Minutes – October 7, 2011 – Approved as amended to change in III. Assessment, third paragraph, from “completion of SLO’s” to “achievement of SLO’s”.

3. Business

I. Identify criteria for hiring – Action item

- Committee members reviewed the document, “Criteria for Use in Developing Proposals for Faculty Hires”. The following were revised under B. College Mission and Goals of Criteria:
 1. Explain how the request supports the goals of the college strategic plan. Make sure to specifically address the strategic directions in the Educational Master Plan. (note: when document is finished, this will be hyperlinked).
 2. How will this position enhance retention and student access?

All members voted to approve the revision.

- The committee reviewed the document, “Guidelines and Criteria for Recommending Permanent New Classified Positions”. It was noted that due to the union contract, classified hiring procedures are different from faculty hiring procedures.

All members approved to reaffirm the document.

- The draft document, 2011-2012 Timeline for Identifying Possible New Positions, was distributed in the meeting and it was noted that we are currently in the process. Since the Budget Committee cancelled the 11/2 meeting, their process in making the overall recommendation to move forward will take place on 11/16.

II. Educational Master Plan

The Educational Master Plan with comments received as of 10/31/11, emails from faculty, and comments from SSPC was reviewed by the committee. The committee reviewed and highlighted the revisions in yellow. The document will be forwarded to Vice President Richards.

III. GE Institutional Learning Outcomes

The committee reviewed the draft document and revised to state the following:

1. Critical & Creative Thinking

Select, evaluate, and use information to solve problems, investigate a point of view, support a conclusion, or engage in creative expression.

2. Communication Skills

Use language to effectively convey an idea or set of facts, including the ability to use source material and evidence according to institutional and discipline standards.

3. Understanding Society & Culture

Understand and interpret various points of view that emerge from a diverse world of people and cultures.

4. Scientific & Quantitative Reasoning

Represent complex data in various mathematical forms (e.g., equations, graphs, diagrams, tables, and words) and analyze these data to make judgments and draw appropriate conclusions.

IV. Comprehensive Program Review packet and revised schedule

- A copy of updated the comprehensive Program Review packet was distributed. On 10/21/11, an IPC subcommittee worked on the Comprehensive Program Review packet to make it parallel to the Annual Program Plan. Committee members were requested to review the changes and bring comments to the next IPC meeting.
- The revised Comprehensive Program Review schedule was reviewed. A correction was made to move Engineering/Computer Information Science to 2012-2013 as the next review cycle.

4. Other

Leonor Cabrera mentioned that CPC needs an IPC representative; the representative needs to be a faculty member.

5. Adjournment

The meeting adjourned at 11:30 am.