



INSTRUCTIONAL PLANNING COUNCIL Minutes

November 9, 2005

Members Present: M. Bealo, R. Borden, B. Cuaron, Judy Dolan, K. Garlow, T. Humphrey, C. Maher, K. Huffman, W. Owens, P. Richardson, T. Riley, P. Schwerdtfeger, S. Thompson, M. Vernoy

IPC Members Absent: N. Bean, J. Cater, T. Egkan, B. McCluskey

Guest: John Woods

Recorder: Wendy Antes

I. Approval of October 19 and 26, 2005 Minutes

New members Judy Dolan and Peggy Richardson were introduced to the Committee. The minutes were approved with corrections. Corrected copies will be emailed to the membership.

II. Criteria/Process for Faculty Position Priorities: Report/Draft from Work Group

The newest version of the rationale form was reviewed. After much discussion, a few changes were suggested:

- Replace "Adjunct" with "Part-time"
- Next to Qualitative Information insert "by Discipline"
- Remove Vice President from the priority/signature line

Revised form will be brought to the next meeting. It was suggested by John Woods to use as much quantitative information as possible to get close enough to a decision, then use the qualitative information to balance out the information. He also suggested that the future priority list be added to each year so that a department knows its faculty position will ultimately rise to the top to be filled.

It was suggested that research be done on what other colleges use for their criteria and who is involved in establishing the priority list. The Faculty Senate has passed a motion requesting that IPC convene a working sub-group to address faculty hiring prioritization with the following membership configuration:

- Seven faculty members currently on the Instructional Planning Council
- Five Instructional Deans
- Vice President for Instruction
- Two Senators

There was further discussion that departments and divisions prioritize their positions differently. This process could also be worked out with the work group. VP Cuaron will follow-up on the research on what the process is at the other colleges and bring it back to next meeting.

III. Strategic Plan 2009

The proposed Strategic Plan 2009 goals and activities were reviewed and IPC will be recommending the following priorities:

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STUDENT SUCCESS

Facilitate student learning and goal attainment by providing comprehensive educational programs and services in diverse, accessible formats and locations.

- Develop and implement an institution-wide plan that includes strategies to improve retention (course completion) and persistence (semester to semester attendance and completion).
(Survey item(s): 4, 6, 10, 15, 17, 18, 21, 22, 23, 24, 26, 8TL)
- Increase student awareness and use of student support services.
(Survey item(s): 1 SS, 6 TL)
- Increase instructional faculty's awareness and referral of students to student support services.
(Survey item(s): 5, 9, 7, 20)
- Increase the number of full-time faculty while recognizing the need to increase the diversity among full-time faculty. (Survey Items(s): 3,25)
- Develop protocols for maximizing efficient use of technology for communicating with students.
(Survey Items(s): 8,12)

TEACHING AND LEARNING

Provide exemplary teaching and learning environments and experiences to meet student needs through relevant curricula, innovation, partnerships, technology, research, and evaluation.

- Provide up-to-date technology and related technical and equipment support for instructional purposes.
(Survey item(s): 1, 2, 4)
- Initiate dialogue related to best practices in on-line teaching.
(Survey item(s): 13)
- Continue the dialog and the implementation efforts to assess student learning outcomes.
(Survey item(s): 15,9)
- Offer training in curriculum and new course development.
(Survey item(s): 16)

ORGANIZATIONAL AND PROFESSIONAL DEVELOPMENT

Improve internal operations through effective communication and inclusive governance structures; strengthen and maintain professional development programs.

- Establish and fund on-going employee training programs for technical and professional skills that assess needs, assure competencies, and use appropriate delivery methods.
(Survey item(s): 1, 4, 5, 6(?), 9, 10,13)

RESOURCE MANAGEMENT

Utilize existing human, physical, technological, and fiscal resources efficiently and effectively and increase external funding.

- Develop and implement processes that result in the identification, pursuit, and receipt of additional funds.
(Survey item(s): 1, 2)
- Develop and implement a process for submitting, approving, and managing grants.
(Survey item(s): 6)
- Develop a comprehensive process that addresses the financial implications of program development.
(Survey item(s): 8)

FACILITIES IMPROVEMENT

Enhance the aesthetic appearance, functionality, cleanliness, accessibility, and safety of current facilities, while effectively planning for future needs based on educational programs and services.

- Identify and provide appropriate levels of funding to support and ensure implementation of the facilities plan and the ongoing maintenance of buildings and grounds.
(Survey item(s): 1, 3, 10)
- Continue to develop procedures to respond to emergency situations.
(Survey item(s): 5)
- Develop a schedule to maintain and replace classroom furniture, equipment, and facilities to best serve students.
(Survey item(s): 2, 6, 8)

The three attachments were addressed again in more detail.

IV. Institutional Review

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V. Other

VI. Adjournment

The meeting adjourned at 4:10 p.m.

The next meeting will be December 7, 2005, SU-18, 1:30-3:00 p.m.