



INSTRUCTIONAL PLANNING COUNCIL MINUTES

November 29, 2006

Members Present: Mark Bealo, Norma Bean, Richard Borden, Judy J. Cater, Berta Cuaron, Robert Fredericks, Katheryn Garlow, Karen Huffman, Terry Humphrey, Chantal Maher, Becky McCluskey, Wilma Owens, Peggy Richardson, Pat Schwerdtfeger, Mollie Smith, Sara Thompson, Mark Vernoy

Members Absent: Tina Riley, Debi Workman

Recorder: Suzanne M. Holt

I. **Approval of October 25, 2006 Minutes**

The minutes will be considered for approval at the next IPC meeting.

II. **Accreditation Steering Committee – IPC Representative**

The Strategic Planning Committee (SPC) approved the Accreditation Steering Committee (ASC) as a standing committee. The ASC is composed of representatives of each constituency and each Planning Council to ensure broad input and participation. The accreditation self-study cycle will begin in Spring 2007 and the ASC will be meeting the second Thursday of every month, from 2:00 to 3:30 p.m. The self-study workshop will be held in February, 2007. The next 18 months will involve writing the self-study for submission to WASC in Fall 2008. One IPC representative and an alternative are needed from IPC. This item will be placed on the first agenda in January, 2007.

III. **AIP - Activities for IPC Focus/Progress Report**

A progress report will be submitted to SPC on the recommendation for student retention activities. The progress report will be shared with IPC at its next meeting.

IV. **SPC Discussion – ASG Resolutions**

Berta Cuaron stated that ASG discussed its two resolutions at the last SPC meeting.

The first resolution is to have a smoke-free campus. A small working group, not representative of all constituencies, is actively pursuing the District' smoking policy. An unscientific survey was done but did not include all of the constituency groups. The second resolution is to allow transfer students that complete CSU or UC transfer requirements, but not an AA degree, to participate with cap and gown in the graduation ceremony. The Faculty Senate supported these students participating but without cap and gown. The discussions will continue on both topics by various groups on campus.

V. **One-Time Funding Status**

When requested from SPC, IPC will develop a priority list of items to be considered for one time funds. This item will stay on the agenda.

VI. **Institutional Review**

Sara Thompson stated that the institutional review process needs to be tied to the Annual Implementation Plan (AIP). Institutional Review Committee (IRC) wants to move the process away from goals, objectives and accomplishments to asking questions and gathering information that will make a real difference in planning. IRC needs direction from IPC as to how the process can address the accreditation standards that require linkage between the District's planning and funding. It was suggested that forms could be created for IRC, similar to the forms that are used for faculty hiring. The IRC forms and procedures could be reviewed collectively with IPC. Sara Thompson will bring the IRC forms to the next IPC meeting for review. VP Cuaron suggested that we look at all procedures currently in place and ask a question or two in Institutional Review so that the procedures are connected. It was suggested that Michelle Barton of Research and Planning be consulted in order to provide examples of other community colleges' institutional review process.

VII. **Rationale Form for Faculty Positions**

The "Rational Form for Faculty Positions" (3-8-06) was discussed. The part-time FTEF formula was corrected. Michelle Barton will provide the data for Section C1 on page three so that it can be included in the next cycle.

After further discussion, the following changes were made:

- 1) page 2, Section B becomes Section C and number 3 should read: "Health/safety (OSHA, HazMat, violations, injury issues). Please explain and site sources."
- 2) page, 3, Section C becomes Section D and the paragraph after number 1, first sentence reads: "Job Market Outlook." becomes number 2; number 2 becomes number 3 and reads: "Other Job Market Data (please identify)"; and the added sentence number 4 reads: "Other (e.g., Advisory Committee, Professional Organization Best Practices, CSU/UC Admission changes)."
- 3) page 3, Section D becomes Section B.

The form will be modified and sent to the Faculty Senate for review. Once the form is finalized, it will be distributed as soon as possible in the Spring semester so that departments can submit their position requests.

VIII. **Other**

Berta Cuaron stated that the 12/6/06 IPC meeting is cancelled as SPC has not determined the process for one-time funding priorities.

Pat Schwerdtfeger announced several upcoming events in the Performing Arts Department and the Boehm Gallery.

Sara Thompson gave an update on the Natural Sciences building. The building is expected to be finished by June or July of 2007 and plans are underway for the disciplines to move into the building Fall 2007. Departments will move into the new building as they are now configured and there is extra space in the building for others. It was pointed out that there is \$5.2 million for equipment in the Natural Sciences building as a result of the passing of Prop M.

Mark Vernoy stated that the Planetarium will eventually be moved into the new building. The remodel of the S building will be started right away and upon completion, Nursing and Dental Assisting will be moved there. He gave approximate timeframes for completion of the future new Library and Multi-disciplinary building. It was noted that all of the renovation facility requests for the campus have been collected and prioritized.

It was stated that funds from Proposition M have very specific regulations and the Bond received voter approval based on the Educational Facilities Master Plan for the District. The role of the Oversight Committee is to ensure that the master plan is followed.

Berta Cuaron extended her thanks to everyone who participated in supporting Proposition M.

The next IPC meeting will be in January, 2007.

The meeting was adjourned at 2:45 p.m.