



Instructional Planning Council AGENDA

MEETING TYPE:

X

Staff
Product/Project
Special

Date: May 9, 2018
Start Time: 2:30 p.m.
End Time: 4:00 p.m.
Location: MD-155C

Chair: Dr. Jack S. Kahn

Members: Michelle Barton, Mark Bealo, Glyn Bongolan, José Briceño, Sarah DeSimone, Katy Farrell, Marlene Forney, Margie Fritch, Monica Galindo, Kathy Kailikole, Barb Kelber, Michael Large, Pearl Ly, Zeb Navarro, Jim Odom, Nichol Roe, Seth San Juan, Suzanne Sebring, Shayla Sivert, Justin Smiley, Susan Snow, Nicholas Vallone and Dr. Ellen Weller.

Recorder: Michelle LaVigueur

Agenda Item	Outcome
I. Announcements	Information
II. Comments from Constituencies	Information
III. Approve minutes – April 25, 2018	Action
IV. New Department Names: a. Math, Science & Engineering b. Workforce, Community & Continuing Education	Discussion
V. Faculty Position Requests & Prioritization for 2019-20 – Re-Vote (Attachment A)	Action
VI. DRC's New E-form for Test Delivery – Dr. Shauna Moriarty	Information
VII. Book Club – Redesigning America's Community Colleges – Ch. 3 & 4	Discussion
VIII. Certificates Program Review (I.A.3) – Richard Loucks	Discussion & Plan
IX. Waitlists Workgroup – Update	Information
X. Allocation Workgroup - Update	Information
XI. For Fall 2018 semester: a. PRP Presentation to Campus b. Materials fee process and form – Richard Loucks c. Process to hire outside faculty	Discussion
XII. New Forms & Process	Information
XIII. IPC Membership Governance Structure (Attachment B)	Discussion
XIV. Standing Reports A. Accreditation B. Enrollment C. 3SP/SE/NC3SP/BSI	Information

D. LOC E. SPC F. CTEE G. PD H. ROC update	
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Next Meeting
August 22, 2018
AA-140



Instructional Planning Council Minutes

MEETING TYPE:

X

Staff
Product/Project
Special

Date: April 25, 2018
Start Time: 3:30 p.m.
End Time: 4:30 p.m.
Location: AA-140

Chair: Dr. Jack S. Kahn

Members Present: Dr. Glyn Bongolan, José Briceño, Katy Farrell, Marlene Forney, Margie Fritch, Monica Galindo, Dr. Pearl Ly, Jim Odom, Grace Robertson, Seth San Juan, Suzanne Sebring, Justin Smiley, Susan Snow, Nicholas Vallone, Ellen Weller, and David Vazquez.

Members Absent: Mark Bealo, Sarah DeSimone, Dr. Kathryn Kailikole, Dr. Barb Kelber, Zeb Navarro, Shayla Sivert.

Guests:

Recorder: Michelle LaVigueur

Jack S. Kahn, Ph.D. called the meeting to order at 3:36 p.m.

I. Announcements –

- Michelle Barton introduced Grace Robertson, Senior Institutional Research Analyst in Institutional Research and Planning. She reported that she will begin attending IPC to shadow Michelle and learn more about our Council.
- Ellen Weller reported that Public Safety Open House will be tomorrow evening April 26, 2018 from 4:00 – 8:00 p.m. and will include a swinging jazz quartet.
- Dean Smiley reported that the play “You Can’t take it With You” runs April 27 – May 6, 2018.

II. Comments from Constituencies – None.

III. Approve minutes – February 28, 2018

MSC – (Bongolan/Smiley): The minutes for February 28, 2018 were approved and accepted into the record with an abstention from Marlene Forney, Monica Galindo and Zeb Navarro. Corrections to Guests: spelling - Kelly Falcone. Corrections to Comments from Constituents: change “in” to “is” on the second line. Add Ellen Weller to members present.

IV. Approve minutes - April 11, 2018

MSC – (Bongolan/Weller): The minutes for April 11, 2018 were approved and accepted into the record with abstentions from Michelle Barton and Jack S. Kahn, Ph.D.

- V. IPC Membership Governance Structure – Attachment A – VPI Kahn reported that this item went to SPC for 1st reading on March 20, 2018 and there was discussion around adding the additional AA positions. It came back for 2nd reading at SPC on April 3, 2018 and was tabled. A recommendation was made by SPC to modify the “One Administrator appointed by AA” to be a specific position such as the “Associate Dean of Workforce Development & Extended Studies”. VPI Kahn expressed that this would take away from the rotation of the current AA position. It was noted that the positions of CAST, Classified Unit Employee and ASG are all on a rotation. VPI Kahn requested that we move the following positions forward that IPC already approved on 2/28/18: One Apprenticeship Faculty representative appointed by the CTEE Division, One Professional Development Coordinator, Two Classified Unit Employees and Two Students appointed by ASG. He further requested that we hold back only the two AA positions that are currently being discussed: Associate Dean of Workforce Development & Extended Studies and One Instructional Services Office Manager. There was discussion around the concern of the faculty to non-faculty ratio on the Council with the new Governance Structure Group Request that IPC approved on 2/28/18. Susan Snow read a prepared statement to the Council written by Dr. Barb Kelber expressing her concern on this item and her support of the faculty having a majority vote on IPC. This prepared statement will be kept on file in the Instruction Office. There was further discussion on voting versus non-voting members and a 2/3 vote versus a

majority vote. This item was tabled and will be brought back for further discussion at the next IPC meeting on May 9, 2018.

- VI. Accreditation Steering Committee – Integrating Accreditation into Councils – VPI Kahn announced that he is the liaison for the Accreditation Steering Committee. Michelle Barton reported that accreditation standards have been allocated throughout the Councils to allow for a more seamless self-evaluation.
- VII. Resource Requests update & Plan (I.B.9) – Attachment B – VPI Kahn reported that we received over 100 resource requests totaling over 1 million dollars. Instruction has \$120,000 allocated from Lottery and Block Grant funds to support each division's top three requests, except for CTEE. CTEE will receive funding for their top request.
- VIII. PRP Balances for FY18 – Attachment C – VPI Kahn reported that there are balances remaining from last year's PRP requests. They will be sent out to Deans so they can let the departments know that the funds need to be spent by June 30, 2018.
- IX. Faculty Position Requests & Prioritization – Attachment D – VPI Kahn reported that IPC Hiring Sub-Committee met today and made a recommendation for final ranking of the Faculty Position Prioritization for 2019-20. He recommended that we move this Discussion Item forward to Second Reading today.

MSC – (Bongolan/Ly) – Motion to move IPC Membership – Discussion Item to Action Item/Second Reading.
Motion carried.

MSC – (Bongolan/Fritch) - Motion to accept the IPC Hiring Sub-Committee's recommendation for final ranking of the Faculty Position Prioritization for 2019-20 as follows, with a No vote from Seth San Juan.
Motion carried.

1. Nursing
2. Fire
3. Chicano Studies
4. ESL
5. Photo
6. DBA Radio
7. EME
8. Art History
9. Computer Science
10. Cinema

This list will go SPC for approval and the final recommendations will be made by the Superintendent/President.

- X. Connecting SWF and Perkins to the process – VPI Kahn reported we are integrating our Strong Workforce and Perkins reporting processes to IPC and asked the Council for recommendations. There was discussion around receiving information of these funding sources earlier in the year to plan better during the resource allocation process.
- XI. Certificates Program Review (I.A.3) – Richard Loucks – VPI Kahn reported that we will be reducing approximately 20 gainful employment certificates that are no longer needed at this time.
- XII. Waitlists Workgroup – Update – VPI Kahn reported that we have been making process with waitlists and are working towards standardization.
- XIII. Allocation Workgroup – Update – VPI Kahn reported that he met with Susan Snow and Dr. Barb Kelber to discuss scheduling and allocation. Since they represent English and Math, they felt faculty should join the group to include more disciplines.
- XIV. Book Club – Redesigning America's Community Colleges – Chapters 3 & 4 – Tabled.
- XV. For spring 2018 Semester – Tabled.
 - a. PRP Presentation to Campus

b. Survey for Spring 2018

XVI. Standing Reports – Tabled.

- A. Accreditation –
- B. Enrollment –
- C. 3SP/SE/NC3SP/BSI –
- D. LOC –
- E. SPC –
- F. CTEE –
- G. PD –

The meeting adjourned at 4:50 p.m.

DRAFT

Next Meeting
May 9, 2018

Rankings for Faculty Hiring - 2019-20	
Ranking	Discipline
1	Nursing
2	Fire
3	Chicano Studies
4	ESL
5	Photo
6	DBA - Radio Broadcast
7	EME (Simulation)
8	Art History
9	Computer Science
10	Cinema

Voted on and motion carried at IPC on 4/25/18

Final Rankings for Faculty Hiring - 2019-20	
Ranking	Discipline
1	Nursing
2	Chicano Studies
3	ESL
4	Photo
5	DBA - Radio Broadcast
6	EME (Simulation)
7	Art History
8	Computer Science
9	Cinema

New Proposal sent to IPC Hiring Sub-Committee on 4/27/18 for vote via email. The Majority voted YES to remove the Fire position.

FT Faculty Prioritization Ranked - Top 20 and Top 10 for 2019-20

TOTAL	Top Twenty
121	Fire
110	Chicano Studies
110	Nursing
61	ESL
57	Coop workforce
53	Art History
51	Photo
39	Cinema Studies
38	Computer Science
34	Chemistry
31	Math
31	Psych 1
28	KINE
26	EME (Sim)
18	DBA Radio
16	Speech Communication
12	English
10	SOC
8	Accounting
8	Business (Gen Bus/Bus MGMT)
6	French
5	Speech Team/ ASL
4	Anthropology
2	Interior Design
0	Business (Entrepreneurship)
0	Math
0	Psych 2

Total	Top Ten
	Fire
1	Chicano Studies
	Nursing
2	ESL
3	Coop workforce
4	Art History
5	Photo
6	Cinema Studies
7	Computer Science
8	Chemistry
9	Math
10	Psych 1
	Accounting
	Anthropology
	Business (Entrepreneurship)
	Business (Gen Bus/Bus MGMT)
	EME (Sim)
	English
	French
	Interior Design
	KINE
	Math
	Math
	Psych 1
	Psych 2
	DBA Radio
	SOC
	Speech Communication
	Speech Team/ ASL

Frequency Ranking - Faculty Prioritization

1 2 3 4 5 6 7 8 9 10
10 9 8 7 6 5 4 3 2 1

Disipline	RANK	1	2	3	4	5	6	7	8	9	10	Total
Chicano Studies		3	1	4	1	3	1	2			1	16
Fire Tech		6	2	3	1	2			0	0	0	14
Nursing Medical Surgical		4	4	2	1		1		2			14
ESL				2	1	3	2		3		1	12
Photograpy			1	2	2			1		3	2	11
Art History			3		2			2		1	2	10
Computer Science					1	1	2	2	1	1	2	10
Coop Work			2	1	2	1		2	1			9
Psychology			1			1			4	2		8
Chemistry			1			1	1	3		1		7
Cinema Studies		1	1		1	1	1			1		6
Kinesiology					1	1	2	1			1	6
Math		1					4				1	6
EME (SIM)					3				1	1		5
Speech/Comm							1		3	1		5
Speech/ASL							0		0	2	2	4
Radio Broadcast						1	1	1	1			4
Accounting						1					2	3
Sociology				1							2	3
English		1								1		2
French/Spanish								1		1		2
Anthro								1				1
Business (General Bus and Bus Mgmt.)				1								1
Interior Design										1		1
Bio									0	0	0	0

GOVERNANCE STRUCTURE GROUP REQUEST

Request submitted by: Jack S. Kahn, Ph.D.				Date: 03/6/18			
Proposed Name of Requested Group: Instructional Planning Council							
X	Council		Committee		Subcommittee		Task Force
Action Requested:			Add		Delete	X	Change
Role: <ul style="list-style-type: none"> Develops, implements, evaluates and revises college plans and initiatives relevant to Instruction, both short- and long-term Develops, reviews, updates, and implements the Program Review and Planning (PRP) process for Instruction, including the form and data elements to be used Reviews, summarizes, and provides feedback on PRPs and makes funding recommendations Summarizes and recommends global priorities for Instruction as a result of PRP reviews, including budget allocations, equipment, technology, facilities, and other resources essential to support instruction and the success of students Develops and updates the Staffing Plan for Instruction utilizing PRP and data provided by Human Resource Services Makes recommendations and provides input to the District's Educational Master Plan and the Strategic Plan Implements goals and objectives of the Annual Action Plan as assigned by SPC Makes recommendations on matters relevant to Instruction or the District at the request of SPC Convenes IPC subcommittee to (a) review and update the process [qualitative and quantitative elements and instruments] and timeline for full-time faculty position requests and (b) annually develop and recommend a prioritized list of full-time faculty positions, forwarded to SPC for information Products: <ul style="list-style-type: none"> Program Review and Planning summaries and funding recommendations Recommendations for global needs for Instruction, as determined from PRP analysis Progress reports on assigned Annual Action Plans Annual goals and accomplishments Full-time Faculty Position Priority Recommendations Other products as determined through College planning and operational matters 							
Reporting Relationship: Strategic Planning Council							
Meeting Schedule: Second and Fourth Wednesdays, 2:00 to 4:00 p.m. 2:30 to 4:00 p.m. (or more frequently as needed for special tasks)							
Chair: * Vice President for Instruction Members: <ul style="list-style-type: none"> *Five (5) instructional deans Associate Dean of Workforce Development & Extended Studies *Seven (7) Faculty Members (one each from the five instructional divisions, Library, and Student Services appointed by Faculty Senate) One Apprenticeship Faculty representative appointed by the CTEE Division One Professional Development Coordinator One Instructional Services Office Manager *One Faculty Member who is also on the Faculty Senate appointed by the Faculty Senate *One SLOAC Coordinator One Two Classified Unit Employees (One from Instruction and One from Student Services) appointed by CCE/AFT One Two Students appointed by ASG Director of Occupational and Non-Credit Programs Research Analyst One Confidential and Supervisory Team representative appointed by CAST One Administrator appointed by AA *One Faculty Member appointed by PFF 							

*The Faculty Position Priority Subcommittee membership includes asterisked members plus two (2) faculty appointed by the Faculty Senate.

If change is requested, attach current structure and list proposed changes.

Reviewed by Strategic Planning Council:

9/16/03 First Reading

10/07/03 Approved

03/06/06 Revisions Approved SPC

09/04/13 Revisions Approved by SPC

09/17/13 Revisions Approved by SPC