



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 –

- a. 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.
- b. 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.
- c. 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 June30, 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.

Next Meeting
May 9, 2018