



INSTRUCTION PLANNING COUNCIL

Friday, April 16, 2010
9:30 am – 11:30 am
Building 9, Room 354

MEETING MINUTES

- Present:** Jennifer Castello, Denise Erickson, Sharon Finn, Linda Hayes, Jonna Pounds, Byron Ramey, Carol Rhodes, Rita Sabbadini, Janet Stringer
- Absent:** Leonor Cabrera, Patty Dilko, Kate Jensen, Sarah Perkins, Greg Stoup.
- Guests:** Michelle Morton.
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1. Approval of Agenda – Approved

2. Approval of Minutes – March 5, 2010 – Approve as amended
– March 30, 2010 – Approved

3. Business

I. Data/Information Storage and Access

It was discussed that there will be a private and public website to access working and completed Annual Program Plans (APP).

Private: Division Deans/VPs will upload working and completed Annual Program Plans in the IPC Sharepoint for IPC committee members to review. This site will be accessible by Cañada faculty and staff.

Public: The Office of Planning, Research & Student Success in Inside Cañada will be the portal site to download APP forms.

II. Annual Program Plan Process and Timeline

The APP process and timeline was reviewed and changes to the document were noted (see attachment). Completed APP forms are due to the Division Dean/VPs by the end of March.

III. Program Review Document 2005

Co-Chair Byron Ramey informed the committee that this document is under revision to reflect form changes and timeline.

IV. Annual Program feedback form

The feedback form was discussed and revised (see attachment).

V. IPC process for reviewing the plans

Based on the APP timeline, May 7 is a working day for IPC members to review the submitted APP forms. There will be 4 teams to review 35 APP forms.

4. Adjournment

The meeting was adjourned at 1:00 pm.