



INSTRUCTION PLANNING COUNCIL

Friday, September 4, 2009

9:30 am - 11:30 am

Building 17, Room 103

MEETING MINUTES

Present: Jenny Castello, Salumeh Eslamieh, Sharon Finn, Linda Hayes, Sarah Perkins (Administrator), Jonna Pounds, Byron Ramey, Rita Sabbadini, Janet Stringer, Greg Stoup

Absent: Denise Erickson, Carol Rhodes, Patty Dilko

Guest: Pamela Jones, David Meckler, Martin Partlan, Rafael Rivera, Joan Rosario

1. Approval of Agenda – Approved as amended

2. Approval of Minutes – May 15, 2009

3. Discussion Items

- I. Discussion on identifying representatives from the following: SSPC, Basic Skills, and Academic Senate.
- II. Election of a Faculty Co-Chair will be brought forward on the next meeting because of a need of adequate faculty representation for the vote.

- III. The IPC mission statement and by-laws were reviewed. There was a discussion on the relationship between IPC, CPC, and Curriculum Committee. IPC members were encouraged to familiarize themselves with the instructional planning document in the Educational Master Plan.
- IV. Program Review and Program Improvement Viability
 - According to Academic Senate, completion of the Annual Program Review is semi-mandatory, whereas the Comprehensive Program Review is mandatory every six (6) years; both are due March 31.
 - There was discussion on developing the college Program Improvement and Viability (PIV) process and documentation, and defining its relation to program planning. The Academic Senate will pick up the planning for the PIV process.
 - Discussion on a plan for reviewing the program planning documents and its completion deadline.

4. Update items

- I. Curriculum Committee has advertised the deadline dates for curriculum submittals to faculty.
- II. Accreditation update report submission deadline date for the Board report is 10/8/09.
- III. A Department of Labor grant focusing on Allied Health is being developed at the district level. SMCCD is working with the Career Ladder Project. All three colleges are part of the project. It is modeled so that there are multiple entrances that students can use; this grant will also be available to transfer students.
- IV. The University Center is focusing on developing clearer pathways for students to receive a Bachelor's Degree. Cañada is in discussion with Notre Dame de Namur to add Visual/Performing Arts to articulation agreements and possibly add a bachelor's pathway through the University Center.
- V. It is important IPC understands the TBA courses and State regulations. There are pedagogical, scheduling, and funding issues surrounding TBAs.