Cañada College

INSTRUCTION PLANNING COUNCIL
MEETING MINUTES OF

Friday, May 2, 2014
9:30 am – 11:30 am
Building 6, Room 112

Members Present: Alicia Aguirre (Curriculum), Gregory Anderson (VPI, Co-Chair), Lorraine Barrales-Ramirez (Counseling), Chialin Hsieh (Dean), David Johnson (Dean), Anniqua Rana (Basic Skills), Carol Rhodes (SLO), Javier Santos (ASCC), Supinda Sirihekaphong (Classified), Janet Stringer (Dean).

Members Absent: Valeria Estrada (Librarian), Patty Hall (Honors), Linda Hayes (Dean), Diva Ward (Classified).

1. Approval of Agenda – Approved

2. Approval of Minutes – March 21, 2014 – Approved as amended

3. Business

A. Follow up with APP reviews
Discussion on how to improve the Annual Program Plan (APP) form so that programs will follow the format instead of making their own. One group found it difficult to review since the questions in the APP feedback form did not match the APP plan. The new APP online form will be released in fall 2014 semester may help with the format issue. Discussion on what type of requests should be included on the APP forms, example: are pencil sharpeners appropriate to include in the APP form since these things can be bought immediately from the division.

B. Program Planning resource requests and communication
Discussion on the need for faculty participation to read the APP plans for groups to have less number of plans to review and can review them thoroughly. The process to be transparent such as information on where to submit the requests and when the items be received. The following were areas on the plans that clarified:

1. Personnel requests – can be requested everyday for emergency hire.
2. New positions –requested twice a year in the fall and spring semesters. Hiring dates are finalized at Planning and Budgeting Council. This needs to be included in the program review.
3. Instructional equipment – reviewed by the Technology Committee with Division Deans. A taskforce will meet in August or September to finalize the list by end of the semester.
4. Professional development needs – reviewed by CIETL.
5. Office of PRIE needs – reviewed by Dean Hsieh
6. Facilities requests – reviewed to VPI.

The outcome of each review will be submitted to IPC to complete the APP review cycle.

The Office of Instruction will provide the resource identification as extracted from the APP form: professional development needs, classroom & instructional equipment needs, and facilities needs.

C. Taskforce report on revision of APP feedback form
  a. Carol Rhodes presented the draft Program Review Re-envisioned document and discussion followed.

  - The new timeline for program review and annual resource request will be the following. IPC will communicate with Technology Committee about the new timeline.

Tasks to be completed by:	
End of September	PRIE provides standard data packets for all programs.
End of January	Program Reviews and Resource Requests are submitted to Division Deans/VP.
Middle of February	Deans and VP provide feedback. Based on this feedback, programs revise and submit final Program Reviews and Resource Requests. Office of Instruction provides final documents to IPC.
Middle of March	IPC evaluates Program Reviews and provides feedback. Resource Requests are distributed to appropriate planning councils or committees.
Middle of April	Planning councils/committees recommend to PBC the resource requests that are to be integrated into the proposed college budget.
End of April	College budget is finalized.
End of June	Program Reviews and IPC feedback are published on the college website.

  - On page 2, under Reassigned Time, delete IPC from the Planning Council/Committee.

  - Annual program plans will be reviewed every two years (bi-annual) instead of every year. January flex days will be used for faculty to complete their program reviews.

  - On page 4, define what is "odd year review", if it means January or beginning of fall semester?

  - On programs that do not belong to a division, when is their review and will be in IPC or SSPC?
    Middle College
    Distance Education
    Latin American Studies – degree only
    Upward Bound, TRiO, Basic Skills,

Question if dual programs – Library, Learning Center, CRER (both Instructional and Non-Instructional programs) – need IPC and SSPC program reviews.

- IPC will schedule the 6-year program review presentation for campus-wide review.
  A concern is that there is not a substantial college wide attendance at these presentations.
  A suggestion was made to schedule the presentation in January, on a flex day.
  Another concern was for SSPC presentations to also be campus-wide.

- Under Looking Ahead, page 6, change the items to bullet points instead of table.

b. Carol Rhodes presented the draft Annual Program Plan/Review Assessment (Rubric: 2 point scale) – IPC document. Discussion and suggestions for the form followed.

- Suggestion that the new feedback form reflects the requirement on the program reviews.

- A checkmark box to indicate if the plan requirement was included on the form, not a descriptive box.

- It was decided that the taskforce need to continue working on making a functional form.

4) Others
- Inform Carol Rhodes for change in membership.
- Agenda items D & E were moved to the next meeting.

5) Adjournment
The meeting adjourned at 11:35 am.