



**INSTRUCTION PLANNING COUNCIL
MEETING MINUTES OF**

Friday, September 6, 2013
9:30 am – 11:00 am
Building 6, Room 112

Members Present: Alicia Aguirre (Curriculum), Gregory Anderson (VPI), Frank Austin (Classified), Denise Erickson (Professional Development), Chialin Hsieh (Dean), Keri Ferrari (ASCC), Patty Hall (Honors), David Johnson (Dean), Nicholas Martin (Counseling), Supinda Sirihekaphong (Classified), Anniqua Rana (Basic Skills), Carol Rhodes (SLO), Janet Stringer (Dean).

Members Absent: Linda Hayes (Dean).

Guest: Valeria Estrada (Librarian).

1. Approval of Agenda – Approved

2. Approval of Minutes – May 3, 2013 – Approved

3. Business

A. Membership

Discussion included the need of a Librarian as a voting member in IPC, additional student representative, as stated on the IPC By-Law, and deletion of professional development representative in IPC.

A motion was made to delete the professional development membership and to add a librarian membership. The committee voted 1 Abstain, 12 Approved, 0 Denied

Revision of IPC by-law will be adopted after committee members go out to each represented committees.

B. Goal setting for the academic year

IPC goals are:

- Review the program planning document, which Academic Senate has discussed.
- Review the Annual Program Plan (APP) document by January 2014.
- Revise the APP feedback form by making it consistent with the APP document.

- Form a subcommittee to review the forms
- Create better communication about the forms.
- What happens to the needs sited in the APP documents – where does it go after IPC?
- IPC help in PLO assessment – making it part of IPC’s responsibility.
- Invite President Buckley to present “President’s Pathways”
- Support for student use of technology use in classrooms such as e-portfolio.
- Promote distance education to students
- Accreditation support by participating in sessions
- Integrating grants resource to other programs in the college; coordinate resources
- Update by-law and review

IPC co-chairs will review the calendar to find out how goals can be achieved. It was suggested to state the goals in the agenda to keep IPC focused.

C. E-portfolios – ILO Task Force

It was discussed that there needs support for students e-portfolio and technology needs in the classrooms. The Academic Senate has started to review the ILO revision. A small taskforce is needed to sort out the ILO Assessment report, which will be distributed campus-wide. Discussion included the need specific steps to support and promote PLO assessments.

4. Adjournment

The meeting adjourned at 11:00 am