![Cañada College logo]

INSTRUCTION PLANNING COUNCIL
MEETING MINUTES OF

Friday, October 3, 2014
9:30 am – 11:30 am
Building 6, Room 112

Members Present: Danielle Behonick (Curriculum Committee), Valeria Estrada (Library), Chialin Hsieh (Dean), David Johnson (Instructional Dean), Jessica Kaven (HTP), Andee Liljegren (ASCC), Nicholas Martin (Counseling), Anniqua Rana (Basic Skills), Carol Rhodes (SLO), Supinda Sirihekaphong (Classified), Lina Tsvirkunova (ASCC), Diva Ward (Classified).

Members Absent: Gregory Anderson (VPI Co-Chair), Linda Hayes (Instructional Dean).

Guest: Doug Hirzel.

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1. Approval of Agenda – **Approved unanimously**

2. Approval of Minutes – September 5, 2014 – **Approved unanimously**

3. Business

A.   Revised feedback form for Program Planning

Carol Rhodes presented the draft version of the Instructional Program Plan Feedback Form. The committee gave its feedback for addition, revision, and correction of the form. Once the form is finalized, it will be uploaded online, as well as the Program Review Self Study and/or Resource Requests form. Faculty will be trained on what the purpose of the form, how to fill it out, and what type of feedback should the form contain.

Feedback included:

- add "if applicable" to each item since not all program applies the same
- #8 C Evaluation – "Student Equity Plan" and #7B – Strategic Enrollment Plan are not on the Instructional Program Plan form. Delete this on the feedback form.
- #10 under Provides – add "or" to read "logical means of direct and/**or** indirect assessments"
- #16 B – change component to state "Evidence cited or analysis is clear"

Motion to approve the form as corrected. The motion carried and approved unanimously.

There was a question if the career classes (CRER) is part of instructional courses and the answer was "yes". The next review for CRER is February 2016.

B.   Program Review timeline

Carol Rhodes presented the timeline for program review, available at
http://canadacollege.edu/programreview/timeline.php

	Tasks to be completed no later than
End of September	PRIE provides standard data packets for all programs
End of February	Program Review Self Studies and Resource Requests are submitted to the VPI, VPSS or VPAS. VPs provide final documents to APC, IPC and SSPC.
End of March	Planning Councils evaluate Program Review Self Studies and provide feedback. Resource Requests are distributed to appropriate planning councils or committees.
Middle of April	Planning Councils and other 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 their feedback are published on the college website

Note: Requests for new faculty/staff positions involve completion of a supplemental application proposal and compliance with deadlines established by PBC. Those deadlines for proposals supersede the timeline listed above.

Motion to approve the form as presented. The motion carried and approved unanimously.

C.   Reassigned Time Proposal
Carol Rhodes presented the document, Application for Faculty Instructional Reassignment and discussed followed. Past and current practices were discussed and a policy to set in place.
The purpose of the application is to have clarity on who receives release time, how it is determined, the length of the release time, and who or what body should review the application. The request is submitted every year, regardless if it's a new application or a renewal of existing reassigned time. Doug Hirzel, ASGC President and PBC Co-Chair, noted the comments and will continue to modify and circulate the proposal among campus governance groups.

D.   Review of College Benchmarks
Chialin Hsieh presented the College Benchmarks and Goals 2013-2014, available at
http://www.canadacollege.edu/plans/index.php and below:

Cañada College Benchmarks and Goals

	2011/2012	2012/2013	Met Benchmark	Benchmark/ Standard for ACCJC	Inspirational Goal
1. Successful course completion rate (%)	70%	70%	√	70%	72%
2. Fall-to-fall persistence rate (%)	37%	40%	√	37%	40%
3. Degree completion (total #)	319	342	√	300	330
4. Transfer (total #)	237	Not available		275	300
4.a. UC/CSU Transfer #	158	169	√	165	170
5. Certificate completion (total #)	280	337	√	280	300
6. Licensure Pass Rate: Radiological Technology—National Exam	100%	100%	√	100%	100%
7. Job Placement	NA	NA		NA	NA
8. Fall-to-spring persistence rate (%)	59%	61%	√	59%	62%
9. Student success rates during their first year*	66%	65%		66%	68%
10. Success in GE	69%	70%		71%	73%
11. Success in DE	53%	63%	√	53%	56%
12. Success in CTE	79%	77%		80%	82%
13. Success in Pre-transfer	57%	58%	√	57%	59%
14. Success in Non-CBET ESL	63%	66%	√	65%	67%
15. % of students placed in pre-transfer math that take pre-transfer math	48%	43%		65%	70%
16. % of students placed in pre-transfer English that take pre-transfer English	40%	34%		55%	65%
17. % of students place in pre-transfer reading that take pre-transfer reading	32%	26%		50%	55%
18. FTES (Total #)	4420	4402		4500	5000
19. LOAD (Year)	499	504		525	550

Numbers 1-7 are reported and required by ACCJC and the US Dept. of Education; it is submitted as formatted. Numbers 8 – 19 are not reported to the said agencies.

There was discussion on how data from Skyline and CSM impacts the persistence rate (%).

E.   Evaluation of ILO assessments (per EMP)
https://canadacollege.edu/academics/iloassessment.php

The College Institutional Learning Outcomes (ILOs) identifies student knowledge, skills, abilities and attitudes who completes a program.

Three group of students were surveyed: Fall 2013 prospective graduates, Spring 2014 prospective graduates, and those that did not apply for graduation in Spring 2014. In December 2013, Cañada College conducted a survey of students who applied for graduation in December 2013; 11 students completed the survey. In Spring 2014, a student satisfaction survey was conducted. Of the 6600 students, 1131 students completed the survey. Of the 1131 respondents, 22% students reported having applied for graduation and/or transfer the spring semester, 62% reported they did not apply for graduation and/or transfer, and 16% did not respond.

There were five ILO's on the surveys: ILO 1: Critical Thinking, ILO 2: Creativity, ILO 3: Communication, ILO 4: Community, ILO 5: Quantitative Reasoning. ILO 4 scored the strongest responses, and ILO 5 scored the lowest.

ACCJC mandates that we perform assessment of our ILO's but there is no direction how to perform it.

There were questions raised about the interpretation of these survey results. There was discussion on other types of assessment such as e-portfolio , program learning outcomes, and program portfolio.

F.   Revision of membership, by-laws
Revision of the membership includes two Instructional Deans serving instead of three, and Basic Skills renamed to Academic Committee for Equity and Success (ACES). **– Approved unanimously**

4) Adjournment
        The meeting adjourned at 11:41 am.