



**INSTRUCTIONAL PLANNING COUNCIL
MEETING MINUTES OF**

**Friday, April 20th, 2018
9:30 am – 11:30 pm, Building 2, Room 10**

Members Present: James Carranza, Loretta Davis-Rascon, Nick DeMello, Valeria Estrada, Tracy Huang, Matt Lee, Susan Mahoney, Sandra Mendez, Katie Osborne

Members Absent: Katie Schertle, Christopher Silva-Lucero (ASCC), Rebekah Sidman-Taveau, Jessica Kaven

Guests: David Reed

1) Adoption of [Agenda](#)

The Resolution on Equity will be moved to a later meeting.

Motion – Approve agenda with revision of removing the Resolution on Equity to a later meeting.

Discussion – None

Abstentions – None

Opposed - None

Approval - Approved unanimously

2) Approval of Minutes – [April 6th, 2018](#)

Motion – Approve draft minutes from the April 6th IPC meeting

Discussion – None

Abstentions – None

Opposed - None

Approval - Approved unanimously

3) Business

A. Sustainability Committee

Susan Mahoney presented this agenda item. The PowerPoint presentation that was presented can be found under the materials column for this meeting on the IPC website [here](#). The Sustainability Committee is working with other campuses and the District to streamline their objectives. The Sustainability Plan is not just about the environment and meeting state mandated laws, but it is about aligning our academic goals with the college with some of the Facilities objectives better. Cañada College's Sustainability Plan was first developed in 2013 and we were among the first colleges in the state to complete a comprehensive Sustainability Plan and we used a template that was first developed by Citrus College. The first plan was not a very user-friendly document as many of the goals were not measurable. Despite this fact, the plan did help get communication started among the three campuses and created a connection with Facilities. The first plan stated that it would be revised in 5 years, which is why the updated plan is being presented today.

In developing the updated plan, the Sustainability Committee gathered feedback and ideas at Flex Days on their Goal Statements and Objectives. Additionally, they collaborated with CSM and Skyline to come up with similar goals and objectives across the district. A large part of the plan is related to Facilities such as solid waste, water, and energy plans and they wanted to make it easy for Facilities to do the reporting for all three schools.

There are nine Goal Areas including: Campus Community Awareness & Innovation, Curriculum Development, Energy Conservation and Efficiency, Built Environment, Water Management, Zero Waste, Transportation Demand Management, Sustainability Supply Chain and Climate Action. Each goal is one page and contains two to five objectives. Each goal also includes a social impact statement that explains how each goal fits into our Educational Master Plan or other strategic initiatives on campus.

There are three pillars of sustainability: social, environmental and economic. Environmental sustainability is most important because societies and their tools (economics) are dependent on the environment. An example was provided regarding transportation and greenhouse gas emissions. While transportation is an environmental issue, it is also an equity issue. An IPC member suggested that we look into a shuttle or bus services that might help our students with transportation as well as limit greenhouse gas emissions. The District has been in contact with SamTrans and there have been talks regarding other shuttle services from Sequoia Station.

Currently, the Sustainability Committee is working with Facilities to revise goals to determine if they are measurable. Additionally, they are also still working with the other schools in order to streamline the language as well as working with Marketing on the layout of the Sustainability Plan. Once the final plan is drafted, it will be brought back to IPC for review.

B. Institutional-Set Standards Goals

Interim Dean of PRIE, Tracy Huang, presented this agenda item. The Institutional-Set Standard information can be found [here](#). The set-standards are required by ACCJC and are set and reviewed every year by the college. Every year the college sets the floor (minimum) as well as their aspirational goals (where we would like to be) for each set-standard. The college evaluates and sets aspirational goals to measure how to improve institutional performance. Tracy presented a [PowerPoint presentation](#) as well as an [Evaluation of Goals for Institutional Set-Standards](#) which was discussed. Tracy previously presented on our progress for the 2016-17 goals and she stated that we have met the goals that we have set as an institution for all by five goals. The five that were not met are:

	2016-17	Set-Standard
2. Fall-to-fall persistence rate (%) (first time students)	61.8%	64%
8. Fall-to-spring persistence rate (%) (first time students)	73.0%	80%
15. % of students placed in pre- transfer math that take math	53.1	55%
16. % of students placed in pre- transfer English that take English	51.8	55%
19. Load/Productivity (Year)	486	500

placed in pre-transfer English that take English” are students that are placed in below transfer level English or math that chose not to take those classes. She also clarified that this is only first first-time students (middle-college students would fall under a separate category). There was a discussion

regarding AB 705 which gives students one year to get from below-transfer level courses to transfer-level courses. The one year starts as soon as students are placed so many students may opt to take other courses that do not require English or math pre requisites and put off taking English and math. AB 705 does not take into consideration if a student declares their goal as transfer or not. This plays a huge factor in data as students who might be here just for personal enrichment may opt out of English and math if they are placed below transfer level.

IPC members then were placed into groups to review and discuss different standards and the floor and aspirational goal for each of those standards. The goals were reviewed during the meeting by attendees and Tracy Huang accepted the recommendations of future aspirational goals.

C. Program Review Resource Request Prioritization – Library

IPC members worked on the Program Review Resource Request Prioritization for the Library. This was done as a group (versus splitting into separate groups to review). These Resource Requests were left off of the original report that IPC prioritized during their last meeting.

D. IPC Meeting Dates for 2018-19 Academic Year

There has been a time conflict on Fridays as our IPC conflicts with District Management Meeting on Third Fridays. The committee members settled on meeting on the first Fridays of the month at the same time and will hold Third Friday meetings when required. There will be a separate, longer Program Review Meeting scheduled during the spring. There are two IPC Meetings remaining this semester-- May 4 – Program Review Presentations and May 18.

4) Adjournment

Meeting adjourned at 11:30pm