



**INSTRUCTIONAL PLANNING COUNCIL  
MEETING MINUTES OF**

**Friday, November 17, 2017  
9:30 am – 11:30 pm, Building 2, Room 10**

**Members Present:** James Carranza, Loretta Davis Rascon, Nick DeMello, David Johnson, Matt Lee, Susan Mahoney, Luis Mendez (ASCC), Sandra Mendez, Katie Osborne, Katie Schertle, Rebekah Taveau

**Members Absent:** Valeria Estrada, Tracy Huang, Jessica Kaven

**Guests:** Candice Nance

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**1) Adoption of [Agenda](#)**

**Motion** – Approve as presented

**Discussion** – None

**Abstentions** – None

**Opposed** - None

**Approval** - Approved unanimously

**2) Approval of Minutes – [November 3, 2017](#)**

**Motion** – Approve as presented

**Discussion** – None

**Abstentions** – James Carranza, Susan Mahoney, Katie Schertle

**Opposed** - None

**Approval** - Approved

**3) Business**

**A. Reassigned-time application review –**

IPC members reviewed the five (5) RRP applications that were received. Copies of the RRP applications can be found on the IPC website [here](#). IPC members rated each application individually using a five point Likert scale based on four different considerations that were linked directly to the RRP application. Scores are to be tallied and comments from the discussion will be compiled by the Office of Instruction. A summary of the scoring will be presented to PBC and Academic Senate in the beginning of December and both bodies will provide their feedback to the Office of Instruction prior to the end of the Fall 2017 semester. For more information on the Reassigned Time Application Process, please visit the IPC website [here](#).

**B. Reassigned-time reporting document** – This agenda item has been tabled to the next IPC meeting on 12/1/2017

**C. CIETL Applications**

IVPI, David Johnson reminded IPC members that a CIETL Coordinator was granted for Fall 2017 – Spring 2019. Currently there are two faculty members who split the reassigned time for Fall 2017. A call for Faculty members interested in taking over the reassigned time starting in Spring 2018 went out and only three people expressed interest. IVPI Johnson then sent out a follow up email and only one of the three applicants has replied as of the start of the meeting. This agenda item will be added to the December IPC meeting agenda for further discussion.

**4) Adjournment**

Meeting adjourned at 11:30am

DRAFT