



**INSTRUCTIONAL PLANNING COUNCIL
MEETING MINUTES OF**

**Friday, December 7, 2018
9:30 am – 11:30 pm, Building 2, Room 10**

Members Present: Valeria Estrada, Susan Mahoney, Katie Perkins, Rebekah Taveau, James Carranza

Members Absent: Sandra Mendez, Katie Schertle, Jessica Kaven, Matt Lee, Joan Murphy, Sherilyn Kuo, Nick DeMello, Karen Engel, Dr. Tammy Robinson

Guests: none

1) Adoption of Agenda

Motion – Tabled

Discussion –

Abstentions –

Approval –

2) Approval of Minutes – *October 5th, 2018 and November 2nd, 2018*

Motion – Tabled

Discussion –

Abstentions –

Approval –

3) Business

A. Reassignments under 3 units/inclusion of work plans

The group discussed the process for including faculty who are serving in current coordination reassignments. It would include resubmitting the application with the addition of a workplan, which would align with the recommendation that all new reassignments include work plans with their applications.

B. Work Plan in Reassignment Applications

The recommendation is for workplans to be included in the application process for approved coordination reassignments. The group discussed how workplans can help coordinators assess needs of a particular area, develop and reach outcomes, maintain consistency year-to-year and in transition to new coordinators, and manage workload. IPC would provide a template, which should be practical, simple, and helpful.

C. Reassigned Time Application Review

The committee reviewed approved reassignment applications, noting the recommendation that need to be made to the applicants who submitted the Anatomy Faculty Researcher request. The recommendation is that they begin with conversations with PRIE about assistance in clarifying their proposed research project.

4) Adjournment

Meeting adjourned at 10:45 a.m.