



**INSTRUCTIONAL PLANNING
COUNCIL
MEETING MINUTES OF
November 5, 2021
Instructional Program Review
8:30am – 12:30pm, Zoom**

Members Present: Jessica Kaven, Lisa Palmer, Allison Hughes, Joan Murphy, Jill Sumstad, Diana Tedone-Goldstone, Alison Field, Katie Perkins, James Carranza, Rian Morrison, Susan Mahoney, Alex Claxton, Karen Engel

Members Absent: Tammy Robinson

Guests: Martin Partlan, Attila Elteto, Jamie Hui, Ameer Thompson, David Reed, Nicolette Navarrete, Sarita Santos, Nick DeMello

1) Adoption and Approval of Agenda

Motion – To adopt agenda: M/S: Lisa Palmer, Alison Field

Discussion – none

Abstentions – none

Approval – approved unanimously

2) Establish Review Groups

- Attendees were divided into four groups focusing on the following applications:

Review Groups

Group 1

- [Astronomy & Physics](#)
- [Distance Education](#)
- [Mathematics](#)

Group 2

- [Biological & Health Sciences](#)
- [Earth Science](#)
- [Cooperative Education](#)

Group 3

- [Chemistry](#)
- [Engineering](#)
- [Computer Science](#)

Group 4

- [College for Working Adults](#)
- [Honors Transfer Program](#)
- [Education & Human Development](#)

3) Rubric Instructions

- All attendees reviewed the rubric instructions as follows:

Rubric Instructions

- Fill out the [IPC Rubric](#) for each of the programs assigned to your group.
 - You can find each program's documents on the [Program Review website](#) by clicking on [Instructional Programs](#) on the left and then the name of the program.
- In your group, designate one person to fill out the rubric.
 - **Be sure to download the rubric and save it your computer before beginning to fill it in.** Then save your completed rubric to your computer when you're finished before sending it.
 - The person filling in the rubric may want to share their screen in the breakout room, so the group can see it.
- Please email each completed rubric to Allison Hughes at hughesa@smccd.edu and Jessica Kaven at kavenj@smccd.edu.
 - ***Be sure to include the name of the program the rubric applies to in the file name.***

4) Breakout Rooms in Small Groups

- Assigned groups entered breakout rooms and completed the feedback and review process.

5) Adjournment