



**INSTRUCTIONAL PLANNING  
COUNCIL**

**MEETING MINUTES OF**

**September 17, 2021**

**9:30 am – 11:30am, Zoom**

**Members Present:** Jessica Kaven, Lisa Palmer, Allison Hughes, Alex Claxton, Tammy Robinson, Karen Engel, Joan Murphy, Jill Sumstad, Susan Mahoney, Diana Tedone-Goldstone, Alison Field

**Members Absent:** Katie Perkins, James Carranza

**Guests:** David Reed, David Meckler, Julian Branch, Candice Nance, Sarah Harmon

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**1) Adoption and Approval of Agenda**

**Motion** – To adopt agenda: M/S: Joan Murphy, Lisa Palmer

**Discussion** – none

**Abstentions** – none

**Approval** – approved unanimously

**2) Approval of Minutes**

**Motion** – To approve minutes of May 21, 2021: M/S: Karen Engel, Alex Claxton

**Discussion** – none

**Abstentions** – Susan Mahoney and Alison Field (were not present for 5/21 meeting)

**Approval** – approved

**3) IPC Purpose & Membership**

Jessica projected the following for the committee to review to serve as a reminder of the tasks the committee is responsible for completing each year:

**Instructional Planning Council**

The Instructional Planning Council (IPC), in accordance with the Academic Senate guidelines, is advisory to the Planning and Budget Council (PBC) on a range of issues related to instruction.

The advisory tasks include:

1. Develop and oversee the annual process of instructional program review (on behalf of Academic Senate)

2. Provide feedback on instructional program review narratives in accordance with the Academic Senate guidelines.
3. Evaluate the instructional program review process yearly.
4. Host Instructional Program Review presentations (this could include a collaboration with SSPC).
5. Coordinate the annual program review college-wide process (including the timeline, communication, due dates) in collaboration with all councils and appropriate work groups
6. Recommend and review policies and procedures as they relate to instruction.
7. Provide support and feedback on the development of new instructional programs and instructional program discontinuance.
8. Annually review how the campus is meeting Standard IIA and IIB.
9. Completion of a yearly review of the purpose and the role of the Instructional Planning Council.
10. Discuss and identify innovative instructional methods and opportunities to enhance teaching and learning.
11. Review and provide feedback on reassigned time applications.

Jessica also reviewed the location of the website where the committee bylaws can be found and discussed the current academic year's committee membership, inclusive of 16 voting members (with three vacancies at the time of the meeting) as follows:

**Fall 2021 - Spring 2022**

*IPC Members, 2021-2022 (16 voting members)*

**Co-Chairs: Vice President, Instruction and one faculty member (from list below)**

- **8 Faculty-Approved by Academic Senate**
  - **Curriculum Committee Chair** – Lisa Palmer
  - **Faculty Assessment Coordinator** – Jessica Kaven (co-chair term ends Spring 2022)
  - **Honors Coordinator** – Susan Mahoney
  - **ACES Coordinator** – Alison Field
  - **Counselor** – VACANT
  - **Librarian** – Diana Tedone-Goldstone (term ends Spring 2023)
  - **2 Faculty Members-at-large** – Katie Perkins (term ends Spring 2022) & Jill Sumstad (term ends Spring 2022)
- **2 Classified Members-at-large** – recommended by Classified Senate and appointed by CSEA: Joan Murphy (term ends Spring 2022) & Alex Claxton (term ends 2022)
- **2 Students-appointed by the ASCC** – VACANT

- **1 Instructional Technologist** - Allison Hughes (PBC Representative)
- **1 Instructional Dean** – James Carranza (term ends Spring 2022)
- **Dean of Planning, Research and Institutional Effectiveness** – Karen Engel
- **Vice President of Instruction** - Tammy Robinson (co-chair)

**Motion** – To approve the membership for the 2021-2022 academic year as listed above: M/S: Joan Murphy, Allison Hughes

**Discussion** – none

**Abstentions** – none

**Approval** – approved unanimously

**4) CIETL (new proposed name: Faculty Professional Development Coordinator)  
Renewal Request for Reassigned Time (out of cycle)**

Jessica shared that this is a request that is being reviewed outside of the typical cycle. Jessica reminded the committee that in the previous cycle, IPC offered feedback to CIETL and the position is now being reviewed inclusive of revisions that were made. David Reed and David Meckler were present to address the position and any questions or concerns the committee may have related to the application.

David Reed shared that the position has been vacant for a bit, and this is a position that he feels the college truly needs as it benefits not only faculty professional development but the college as a whole. David mentioned that previously received feedback about the title and duties. Feedback was also obtained from the Professional Development Planning Committee and other bodies. David stressed the importance of completing this process so that a faculty member can be placed in the position and professional development for the campus can move forward. David also mentioned that the name change is significant because the name should match the duties of the position.

Prior to the meeting, the committee was asked to supply feedback related to the submitted application. The results of the survey questions that the committee completes for each reassigned time application within the cycle were projected and discussed. The considerations that were discussed were as follows, in addition to general comments related to the submission:

- 1) The responsibilities associated with this reassignment are NOT included as part of faculty workload
- 2) The position's proposed outcomes align with the college's strategic plan and initiatives
- 3) Amount/duration of reassigned time requested is reasonable
- 4) Duties are most appropriately performed by a faculty member

Susan Mahoney asked for a review of how everything fits together in relation to professional development on the campus. David Meckler provided background on the historical attempt to distinguish between professional learning and professional

development which was ultimately unsuccessful. David elaborated that faculty professional development is for individual faculty members to submit applications for conferences or long term projects or opportunities that are approved by the faculty committee. David continued that the larger picture of this position would include planning FLEX days for overall campus professional development needs. David supported the name change as he feels two positions are appropriate, one to run CIETL and hands on administrative leading of programs, and one to run FLEX day opportunities. David stated that he did not believe the previous role of a full time director of professional learning was warranted when reviewing the duties of the role, that a part time role would suffice. In addition, he alluded to a previous position that was discussed, that of Director of Equity, and from his perspective, perhaps this role could be shared as the Director of Professional Development and Equity as he believes them to be related.

Joan Murphy asked for clarification about the Professional Learning Planning Committee versus the Faculty Professional Development Committee. David Meckler clarified the difference. Joan also noted that the application focused on faculty professional development and she did not note anything related to staff professional development. David Reed added that because of the way this position supports PD college-wide opportunities and development through FLEX day, it is relevant to both faculty and staff.

Jessica Kaven stated that there have been conversations in past years regarding the naming of this position to avoid confusion. David Meckler proposed Campus Professional Development Coordinator to differentiate from the AFT committee which focuses on individual professional development opportunities for faculty. Lisa Palmer agreed with the confusion in the name selection that still persists, and stated that she felt Professional Learning did differentiate from Professional Development. David Meckler added that he also liked this differentiation, but the distinction was lost on those committees which supplied feedback on name considerations. Joan Murphy highlighted the importance of the website stating the correct information, including updated names of the committees which may be out of date on some pages. Susan Mahoney asked the committee for their insight on David's suggestion of combining professional development and equity in one role. Alison Field recognized that there are larger questions that must be addressed as changes take effect on campus, however, she noted that she feels a sense of urgency and supports filling the position. Alison highlighted the importance of the name being distinguishable from the AFT committee. The committee brainstormed various options of new titles for the position. Lisa suggested approving the position and entertaining further discussion deciding upon the name at a later date.

**Motion** – To approve the position and revisit the name at a later date:  
M/S: Joan Murphy, Susan Mahoney

**Discussion** – none

**Abstentions** – none

**Approval** – approved unanimously

## 5) Reassigned Time Communication Workgroup

Jessica reminded the committee that last year the committee recommended that a workgroup be established to assist in facilitating the process related to reassigned time, for example communicating dates regarding review cycles and the application process. A group did exist last year and Jessica mentioned that they are welcome to continue if they so choose. Jessica reminded the committee that last year, it was decided that the process would not change for three years, and this is the first year of that cycle. Jessica then asked the committee for volunteers of who may wish to serve on the workgroup. Diana Tedone-Goldstone, Jessica Kaven, Joan Murphy, and Jill Sumstad all volunteered. Susan suggested having a representative from CTE. Jessica mentioned that she did reach out but did not secure a representative from that area. Jessica suggested approving the current volunteers and then reach out to other divisions on campus to gauge interest in joining.

**Motion** – To appoint Diana Tedone-Goldstone, Jessica Kaven, Joan Murphy, and Jill Sumstad to the Reassigned Time Communication Workgroup and to solicit other members via email through the Academic Senate President: M/S: Tammy Robinson, Joan Murphy

**Discussion** – none

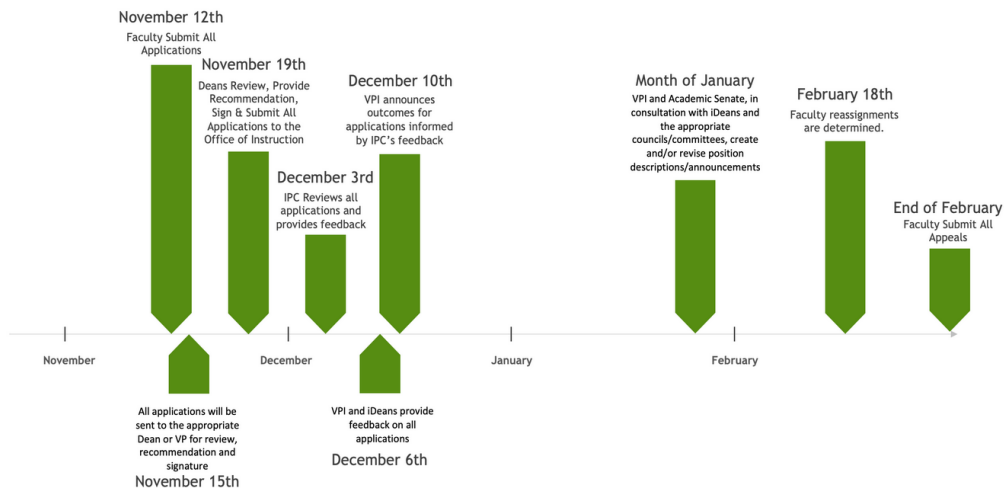
**Abstentions** – none

**Approval** – approved unanimously

## 6) Reassigned Time Application Process & Timeline

Jessica projected the Instructional Planning Council website page on Reassigned Time for the committee. She reviewed the general instructions found [here](#) and the online application created by Allison Hughes found [here](#). She reviewed the application timeline as seen here:

### Reassigned Time Application Timeline



Jessica also made the distinction between program versus college-wide positions and highlighted the participatory governance manual that explains the process for selection of faculty coordinators for campus-wide initiatives and the process for selection of faculty coordinators for instructional programs as seen [here](#). Jessica added that the committee wants to do a better job assisting the campus in understanding the process, and the workgroup will be able to assist in facilitating this. Alison mentioned as someone who was not involved in the process during the last cycle and is new to the committee this year, in past years she has been aware of the job announcements coming out for campus wide positions, but has not been aware of campus-wide announcements informing the campus community of those selected for the roles. Tammy Robinson shared that she usually sends a congratulatory email to the person that is selected, involving both their division dean and division assistant as well as the VPI Office staff in the communication. After the person formally accepts the assignment, the assignment is listed on the website along with archived data.

## 7) Program Review Workgroup Update

Allison Hughes provided an update to the committee on behalf of the Program Review Workgroup. Allison highlighted the new due dates for this year's cycle as seen here:

### Welcome to 2021-2022 Program Review Cycle!

*Here are the steps needed to complete program review this year:*

1. Check the Administrative, Instructional, and Student Services Program Review schedules to see if your program is up for comprehensive program review this year.
2. If your program is up for comprehensive program review this year, enter your [Program Review Narratives](#). If you're not up for comprehensive program this year and you have resources you want to request this year, enter an [Annual Update](#).
3. Enter the [Goals](#) that your program will be working on this year.
4. If any of your Goals require resources, also enter your [Resource Requests](#).
5. Submit your complete Comprehensive Program Review or Annual Update **before October 15, 2021**.
6. Deans and VPs complete feedback of all program review materials and send out **before October 29, 2021**.
7. Review your supervisor's feedback and incorporate it into your program review **before November 5, 2021**.

Allison also highlighted the extension and deferral process that has been outlined on the website as seen [here](#) in addition to the schedule of instructional program review as seen [here](#). Data dashboards and packets can be found [here](#) and the resource prioritization process can be found [here](#).

Julian Branch asked why CTE programs have different review cycles. Diana Tedone-Goldstone shared that this was based on the feedback from the CTE and BDW faculty and ensuring the cycle aligns with the increased requirements for CTE and review from the state.

Allison encouraged the committee to share these updates with their divisions and to refer them to the various website pages. Jessica added that the fall MOU for faculty highlights high volume high demand duties and a limit of two, and SLOs and Program Review are two

that are listed on the MOU. Faculty are not expected to go beyond these parameters, and this may impact program review completion this year; however, there is a deferment process that can be followed if this is the case. Susan asked where she can find the high volume high demand duties list. Jessica shared that it is located in the AFT MOU as seen [here](#). Jessica shared that this document should be reviewed in case the committee receives questions. Susan asked whom she should contact should she have questions regarding program review. Alex Claxton shared that he should be contacted regarding data questions, Allison Hughes would be the contact person for the platform. Jessica reminded the committee that if a program is not up for program review and needs resources, the annual update request is required.

## 8) IPC Goals for 2021-2022

Jessica posed to the committee the opportunity to identify any IPC goals for this year, keeping in mind that these goals can be revisited and the goal list can be fluid with additions being made as the year progresses.

Candice Nance asked if the committee was considering any guidance on repopulation for instruction and how the committee may be considering changes that need to be made as employees and students return to campus in terms of safety. Tammy clarified that as a subcommittee of Academic Senate, IPC must defer to senate's guidance on this topic. Alison added that the committee should be asking itself if there is anything within IPCs purview that they should be aware of when discussing the return to campus. Tammy shared that when information is received, it will be shared at the committee level as they relate to IPC. Jessica reminded the committee of IPC's advisory tasks as mentioned early in the meeting.

Jessica shared that the committee can continue to process the setting of specific goals and this can be discussed at a future meeting.

## 9) Good of the Order

Alison Field shared that back in May, a group of 11 faculty attended a CORA course entitled: Course Design for Racial Equity, and the group got a lot out of the event and is currently planning a FLEX day workshop for October to share the knowledge obtained. The group that attended hopes to advocate for more faculty to have the same opportunity. Diana Tedone-Goldstone shared that the library now has in person hours Monday-Thursday 10am-4pm.

## 10) Adjournment

**Motion** – To adjourn the meeting: M/S: Joan Murphy, Alex Claxton

**Discussion** – none

**Abstentions** – none

**Approval** – approved

a) Meeting adjourned at 11:04am.