



**INSTRUCTION PLANNING COUNCIL
MEETING MINUTES OF**

Friday, March 1, 2013
9:30 am – 11:30 am
Building 6, Room 112

Members Present: Alicia Aguirre (Curriculum), Frank Austin (Classified), Denise Erickson (Professional Development), Keri Ferrari (ASCC), Patty Hall (Honors), Linda Hayes (Interim VPI, Co-Chair), Nicholas Martin (Counseling), Michelle Morton (Library), Jonna Pounds (Classified), Anniqua Rana (Basic Skills), Carol Rhodes (SLO), Janet Stringer (Dean).

Members Absent: David Johnson (Dean), Jan Roecks (Dean).

Guests: Jai Kumar.

1. Approval of Agenda – Approved

2. Approval of Minutes – February 1, 2013 – Approved as corrected: Patty Dilko to members absent, Frank Austin to members present, added Learning Center to positions A. Review hiring justifications.

3. Business

A. Materials fee integration for online/custom materials

Jai Kumar informed the committee of a pilot program that the bookstore would like to make.

Patty Hall requested to be included in the pilot program for fall 2013 semester. Jai will also contact Leonor Cabrera, and Paul Naas if they are interested to be part of the pilot program.

Additional questions, please contact Jai Kumar (650) 306-3199/3313 or kumar@smccd.edu

B. Review of Self Study Standard II. A. Instructional Programs

Members met in groups and reviewed the pages assigned to them. Instruction

Denise Erickson and Nicholas Martin – pages 29 - 35

Carol Rhodes and Michelle Morton – pages 36 - 42

Anniqua Rana and Patty Hall – pages 43 – 49

Janet Stringer and Jonna Pounds – pages 50 – 56
Alicia Aguirre and Frank Austin – pages 57 – 63
Linda Hayes and Keri Ferrari – pages 64 - 65

Committee members were instructed to email/submit changes to Linda Hayes & Carol Rhodes. Carol will bring them to Doug Hirzel.

It was suggested that all hyperlinks in the document should be reviewed to make sure they are “live” links.

C. E-portfolio pilot plan

Carol Rhodes reported that CIETL is requesting funding to do a general implementation of the pilot program during spring 2013 semester. There is a strong interest from Multimedia. Suggested guidelines were gathered during January flex days.
Need of rubric tool for assessment.
Google docs used to gather feedback.
A taskforce to address complete copyright, privacy issues.

D. Others

- Carol Rhodes introduced three replacements for IPC members: Keri Ferrari (ASCC), Nicholas Martin (Counseling), Anniqua Rana (Basic Skills).
- The following were suggested for the next agenda items:
 1. Review hiring process
 2. Update on computer availability for classes

4. Adjournment

The meeting adjourned at 11:07 am.