



**INSTRUCTION PLANNING COUNCIL
MEETING MINUTES OF**

Friday, September 7, 2012
9:30 am – 11:30 am
Building 2, Room 10

- Members Present:** Jolani Chun May (ASCC), Patty Dilko (Honors & Co-Chair), Denise Erickson (Professional Development), David Johnson (Dean), Sheila Lau (Counseling), Michelle Morton (Library), Jonna Pounds (Classified), Carol Rhodes (SLO), Rita Sabbadini (Classified), Janet Stringer (Dean).
- Members Absent:** Alicia Aguirre (Curriculum), Jan Roecks (Dean), Linda Hayes (Interim VPI, Co-Chair), Greg Stoup (Researcher).
- Guest:** Douglas Hirzel.
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1. Approval of Agenda – Approved

2. Approval of Minutes – 5/18/12 - Approved

3. Business

I. Election of IPC Co-Chair (faculty)

Carol Rhodes was elected as the new IPC Co-Chair, replacing faculty member, Patty Dilko.

II. Comprehensive Program Review & Analysis, and 2012-2013 Schedule

- Academic Senate approved the Comprehensive Program Review & Analysis on August 23, 2012. Programs due in Spring 2013 for their 6-year review should use this form.
- The comprehensive program review schedule was revised to include Interdisciplinary Studies (Social & Behavioral Sciences), Latin American Studies and Interdisciplinary Studies (Arts & Humanities). See attachment.

III. Annual Program Plan Feedback form

The revised form was presented and approved. See attachment.

IV. Accreditation

Douglas Hirzel reported that faculty member, Sarah Harmon, is writing the Accreditation Report due to ACCJC on October 31, 2012. Also due to ACCJC is the SLOAC progress report that addresses the standards. Discussion included the need for a governance and process handbook, integrated and assessment calendar that maps out all due dates for different college assessments. VPI Hayes, VPSS Richards, and Greg are currently working on creating a process and will send out a draft campus-wide for feedback. Included in the discussion is the need for ILO process. It was suggested that this topic be added as an agenda item on the next IPC meeting.

4. Adjournment

The meeting adjourned at 10:45 am.



COMPREHENSIVE PROGRAM REVIEW SCHEDULE (6 year cycle)

PROGRAM	DIVISION	PREVIOUS REVIEW	NEXT REVIEW
Distance Education	Office of Instruction	none	2012-2013
University Center	Office of Instruction	none	2012-2013
Career and Personal Development	Student Services	2005-2006	2012-2013
<u>Center for Design & Technology & Creative Arts</u> Architecture Fashion Design Merchandising *** Interior Design Multimedia Art & Technology	Business, Workforce, & Athletics	2005-2006	2012-2013
Engineering/Computer Information Science	Science & Technology	2005-2006	2012-2013
<u>Social Sciences</u> (see courses below) Anthropology Economics Geography History Interdisciplinary Studies (Social & Behavioral Sciences) Latin American Studies Philosophy Political Science Psychology Sociology Communication Studies **	Humanities & Social Sciences	2006-2007	2012-2013
Cooperative Education	Business, Workforce, & Athletics	2007-2008	2013-2014
Paralegal	Business, Workforce, & Athletics	2007-2008	2013-2014
Radiologic Technology	Science & Technology	2006-2007	2013-2014
<u>Fine & Performing Arts</u> (see courses below) Art Art History Interdisciplinary Studies (Arts & Humanities) Music Theatre Arts	Humanities & Social Sciences	2008-2009	2014-2015
Early Childhood Education/Child Development	Business, Workforce, & Athletics	2008-2009	2014-2015
Human Services	Business, Workforce, & Athletics	2008-2009	2014-2015
Learning Center	Office of Instruction	2008-2009	2014-2015
Library	Office of Instruction	2008-2009	2014-2015
<u>Biological Sciences</u> (see courses below) Biology Health Science	Science & Technology	2009-2010	2015-2016
Mathematics	Science & Technology	2009-2010	2015-2016
CBET/ESL	Humanities & Social Sciences	2010-2011	2016-2017
Computer Business Office Technology	Business, Workforce, & Athletics	2010-2011	2016-2017
<u>Language Arts</u> (see courses below)	Humanities & Social Sciences	2010-2011	2016-2017

English Literature			
Kinesiology, Athletics, Dance *		Business, Workforce, & Athletics	2010-2011 2016-2017
Athletics			
Dance			
Fitness			
Physical Education			
Medical Assisting	Business, Workforce, & Athletics	2010-2011	2016-2017
Honors Transfer Program	Office of Instruction	none	2016-2017
Accounting, Business (see courses below)		Business, Workforce, & Athletics	2011-2012 2017-2018
Accounting			
Business Administration			
Business Management			
Foreign Language (see course below)		Humanities & Social Sciences	2011-2012 2017-2018
Spanish			
Physical Sciences (see courses below)		Science & Technology	2011-2012 2017-2018
Astronomy			
Chemistry			
Earth Science			
Physics			
* renamed from PE & Athletics Spring 2011			
** renamed from Speech Spring 2011			
*** renamed from Fashion Design Spring 2011			
Work in the Fall semester and submit to Dean in February, Spring semester.			



Annual Program Plan Feedback - IPC

Program [Click here to enter text.](#)
Division [Click here to enter text.](#)

IPC Member(s)
Date [Click here to enter a date.](#)

Reviewers [Click here to enter text.](#)
Reviewed [Click here to enter a date.](#)

The purpose of this form is to provide feedback to the Department/Program.

I. Curriculum Offerings	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
1. Status of curriculum updates for all courses.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
2. Status of SLOAC for all courses.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
3. A description of the complete curriculum offering cycle.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
4. A plan for necessary curriculum development.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Comments/Questions: Click here to enter text.				

II. Program Level Data	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The data is prepared by the Office of Research and Planning and is to be attached to this document. This section should include the following:</i>				
1. Identification of trends on data packets.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
2. Identification of program performance.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Comments/Questions:				



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Click here to enter text.

III. Action Plan	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
1. Reflections on Department/ Program needs and goals.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
2. An action plan for what is to be accomplished for the next year.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Comments/Questions: Click here to enter text.				

IVa. Faculty and Staff hiring needs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly and with supporting data how it will serve Department/Program/Division/College needs. Information from the most recent comprehensive program should be included.</i>				
1. Justification is consistent with accurate data.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
2. Justification fits Department/Division/College needs.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Comments/Questions: Click here to enter text.				

IVb. Professional Development needs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs</i>				



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Justification is consistent with Department/Program needs.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Comments/Questions: Click here to enter text.				

IVc. Classroom and Instructional Equipment needs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs including Item description, Number of Items, Total Cost</i>				
1. Complete source/cost information (item description, suggested vendor, number of items, total cost).	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
2. Justification is consistent with Department/Division/College needs (uses previous program plan information).	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Comments/Questions: Click here to enter text.				

IVd. Office of Planning, Research & Student Success data needs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs.</i>				
Justification is consistent with Department/Division/College needs.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Comments/Questions: Click here to enter text.				

IVe. Facility needs	Incomplete information	Complete information,	Complete information,	Complete information,
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Annual Program Plan Feedback - IPC

		some analysis	analysis	analysis, plan
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs.</i>				
Justification is consistent with Department/Division/College needs.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Comments/Questions: Click here to enter text.				

Other/General Comments:
Click here to enter text.

IPC Co-Chair Signature _____ Date _____

VPI Co-Chair Signature _____ Date _____