



**INSTRUCTION PLANNING COUNCIL
MEETING MINUTES OF**

Friday, May 16, 2014
9:30 am – 11:30 am
Building 6, Room 112

Members Present: Alicia Aguirre (Curriculum), Lorraine Barrales-Ramirez (Counseling), Valeria Estrada (Librarian), Patty Hall (Honors), Linda Hayes (Dean), Anniqua Rana (Basic Skills), Carol Rhodes (SLO), Javier Santos (ASCC), Supinda Sirihekaphong (Classified), Janet Stringer (Dean), Diva Ward (Classified).

Members Absent: Gregory Anderson (VPI, Co-Chair), Chialin Hsieh (Dean), David Johnson (Dean).

1. Approval of Agenda – Approved

2. Approval of Minutes – May 2, 2014 – Approved as amended.

3. Business

A. Review and evaluate the appropriateness of the institutional-set standards

Carol Rhodes presented the document titled Cañada College Benchmarks and Goals. The data presented was discussed at length. The document contained four columns used to compare the data if our institution meets the benchmark: 2011/2012 data, 2012/2013 data, Benchmark/Standard for ACCJC, and Inspirations Goal.

It was requested that the data be updated by the PRIE office since the document was last updated on 12/10/2013.

B. Evaluation of the participatory governance process in IPC

Carol Rhodes presented the document for Participatory Governance Process which contained two part sections: Participatory Governance Process Evaluation Questions (IVA, IB), and College Benchmark (Standard IB2 and IB3) Evaluation Questions. The committee discussed each items at length.

I. Participatory Governance Process Evaluation Questions (IVA, IB)

Process

1. How is the coordination among the governance groups working?
Need to work on a more effective coordination. Many of the governance committees overlap each other and it needs to lessen these overlaps.

2. Are the integrated planning calendars in the Participatory Governance Manual working? The calendar for next year should be revised so that the review of annual program plans happen on an earlier date.
3. Are we achieving the desired levels of awareness and participation from faculty, staff, and students?
Students are unaware. ASCC will have less officers which means that there will be less participation from the student government in the governance groups. Over the summer break, ASCC will work on the calendar to find out who will represent ASCC in the governance groups.
4. Is the governance group advancing the appropriate agenda?
5. Does the group set a calendar (plan) of agenda items? If so, was the calendar achievable?
6. How effective is the group?
IPC's mission is to advise; however, it remains a question on what happens after IPC advises Planning & Budgeting Council.
7. What could be changed for the upcoming year?
The hiring prioritization presentation times needs to be changed so that everyone has the chance to attend.

It was suggested that IPC meetings be made into once a month and held as needed.

The meetings be set to avoid the Managers meeting so that the Deans and VPI can attend the IPC meetings.

It was suggested the IPC's goals and objectives be stated on each agenda for new employees to understand the purpose of the group.

Communication

1. Are agenda and minutes communicated to the entire campus? Are they posted in a timely manner?
Yes, it is electronically distributed campus-wide.
2. Do they have enough description/explanation to be comprehended by people who did not attend the meeting?
Yes.

Annual Plan/Program Review Process

1. How well did the new hire priority setting process work?
Yes.
2. Are there any structural issues that should be address?
There is still a structure issues and time of presentations.

II. College Benchmark (Standard IB2 and IB3) Evaluation Questions

1. Are the standards we set to achieve as a college appropriate?
Yes
2. How well does the College implement its goals? Suggestions?
Surveys.

4) Others

- The need of full membership at the first meeting in the fall 2014 semester to set goals for 2014-2015.
- Need of Basic Skills representative. It was suggested that it be Nadya Sigona.
- Need of ASCC representative since Javier Santos may not be able to attend the meetings.
- Classified representative will be Supinda Sirihekhaphong and Diva Ward.
- Need of an Honors representative
- Library representative, Valeria Estrada, will remain
- Need of IPC representative to PBC.

5) **Adjournment**

The meeting adjourned at 10:59 am.