



**INSTRUCTION PLANNING COUNCIL
MEETING MINUTES OF**

Friday, November 15, 2013
9:30 am – 11:30 am
Building 6, Room 112

- Members Present:** Gregory Anderson (VPI), Frank Austin (Classified), Valeria Estrada (Librarian), Patty Hall (Honors), Linda Hayes (Dean), Chialin Hsieh (Dean), Nicholas Martin (Counseling), Supinda Sirihekaphong (Classified), Anniqua Rana (Basic Skills), Carol Rhodes (SLO), Janet Stringer (Dean), Evelyn Valenzuela (ASCC).
- Members Absent:** Alicia Aguirre (Curriculum), David Johnson (Dean).
- Guests:** Vicky Nunes, Kim Lopez.
-

1. Approval of Agenda – Approved

2. Approval of Minutes – October 22, 2013 – Approved

3. Business

A. IPC Bylaws

The revised document was presented and revision discussed. It was recommended to use verbs. The final document will be presented again for approval.

B. Replacement hires

VPI Anderson gave an update on the replacement hires for the Learning Center: Manager and Instructional Aide II positions. There is no need for approval since these positions have already been approved last year.

C. Equipment request process

VPI Anderson asked for feedback on what process to adopt for equipment request. Currently, equipment requests are presented in Annual Program Plans where they are mentioned but not approved for purchase. If there is funding available, it is only then that requests are reviewed and assessed for purchase. The topic will be brought back for more discussion.

D. Student Engagement

Kim Lopez, Dean of Counseling, presented the purpose of the document. The main reason for this discussion is to fit the college to mandate student engagement.

4. Adjournment

The meeting adjourned at 11:30 am.