



**INSTRUCTION PLANNING COUNCIL
MEETING MINUTES OF**

Friday, February 20, 2015
9:30 am – 11:30 am
Building 6, Room 112

Members Present: Gregory Anderson (VPI Co-Chair), Danielle Behonick (Curriculum Committee), Valeria Estrada (Library), David Hamilton (Instructional Dean), David Johnson (Instructional Dean), Jessica Kaven (HTP), Andee Liljegren (ASCC), Nicholas Martin (Counseling), Carol Rhodes (SLO), Supinda Sirihekaphong (Classified), Lina Tsvirkunova (ASCC), Diva Ward (Classified).

Members Absent: Chialin Hsieh (Dean), Anniqua Rana (Basic Skills).

Guest: Nicholas Kaplan (ASCC), Dave Meckler, Janet Stringer.

1. Approval of Agenda – Approved unanimously

2. Approval of Minutes – November 7, 2014 – Approved unanimously

3. Business

A. Review of reassigned time applications

IPC members, except for Gregory Anderson, and guests were divided into groups to review four applications. Currently, there are eight Full Time re-assigned faculty members that are mandated by contract. Following an application process will ensure a thorough review of college needs.

Members were assigned to groups by Co-chair Rhodes. Co-chair Anderson chose not to join any group, because the intent of these groups is to provide input to him into the decisions about reassign time.

Gregory instructed that as they review the applications assigned to their group, keep in mind four criteria:

1. Contract
2. Classified professional
3. Value – Mission plan
4. Amount 37.5 hrs/week pro-rated

Group 1

Janet Stringer, Kim Lopez, Jessica Kaven, and Nick Kaplan reviewed Lezlee Ware, Ronda Chaney, Dave Meckler, and the Athletic Director's applications.

Group 2

Dani Behonick, Nick Martin, Diva Ward, David Hamilton, and Andee Liljergren reviewed Carol Rhodes, Alison Field, Denise Erickson, Jennifer Castello, Salumeh Eslamieh's applications.

Group 3

David Johnson, Valeria Estrada, Carol Rhodes, David Meckler, and Lina Tsvirkunova reviewed Elsa Torres, Paul Naas, Kristen Parks, and Carolyn Jung's applications.

Notes from the group on each application reviewed should be e-mailed to Jo'an Tanaka who will send them to Gregory Anderson.

B. Reflection on the above process

- The application should clearly state faculty duties and responsibilities that are beyond what is stated on Appendix D in the AFT Contract.
- Include on the application requested number of hours per week instead of indicating them separately.
- It was inspiring to read about colleagues who are doing many jobs aside from teaching.

C. Other

Gregory informed that it was the intent to have this process completed before the class schedule deadline date to have the correct faculty assigned to each class. However, since the deadline date has since passed, the decision will be made by the end of this current academic year. It was also informed that if a reassignment is needed, it will be taken into account after today's meeting. There was a question if IPC will continue to review these applications. It was explained that IPC is an advisory group and since this is a matter that should be reviewed not solely by the VPI or the Division Dean, it needs to be reviewed by an academic group. It was agreed that it's enlightening to see what faculty do for the college.

4) Adjournment

The meeting adjourned at 11:27 am.