1. Adoption of Agenda
   Motion – Approve as presented
   Discussion – None
   Abstentions – None
   Approval - Approved unanimously

2. Approval of Minutes – November 6, 2015
   Motion – Approve as presented
   Discussion – None
   Abstention – Gregory Anderson
   Approval - Approved unanimously

3. Business

   A. Human Trafficking Awareness & Action Event - Information
      Misha Maggi & Jo’an Tanaka announced that January is dedicated to
      awareness of human trafficking. ASCC is sponsoring this event on January
      27, 2016 10:00 am – 12:00 pm at the Main Theater. Everyone is welcome to
      attend this free event and faculty are encouraged to bring their class. The
      panel is composed of community leaders who have been working to
      eradicated human trafficking in San Mateo County and Bay Area.

   B. Plan Progress Report Process – Discussion
      Chair Kaven stated that reports for Distance Education, Basic Skills, and
      Student Equity plans have been submitted to the Planning and Budgeting
      Council. She asked if the council members would like to provide feedback for
      all the plans that IPC reviewed. It was discussed that in order for IPC to
provide constructive feedback to presenters, better presentations are needed. Included in the discussion:

- To provide presenters a clear process on what are the expectations from IPC and what IPC expects from the presenters.
- The feedback be constructive instead of just a “check off”.
- Provide the presenters how the allotted time for the presentation.
- IPC to look at the plan before it is presented.
- Utilize Dean Hsieh’s document to figure out where and when the plans are to be presented.
- Feedback received before plans are implemented.
- To fully engage IPC, present the general concept in the spring semester, then give final detailed report in the fall semester.
- Add the question of “What do you think is pertinent to IPC?”

C. IPC Rubric & Application – Discussion
IPC members divided into groups and reviewed and provide feedback of this rubric
https://docs.google.com/document/d/1ZhBhNov2akjFs6ULc7s6Fxem1AY3hgQxP.nz0sI83r0/edit?usp=sharing

Jessica Kaven, Chialin Hsieh and Gregory Anderson will meet to review the feedback generated from this work group. It was noted that the form will be revised every year. The revised rubric will be approved via e-mail.

D. IPC rep on Academic Senate - Discussion, Action
Chair Kaven reported that ASGC President Hirzel requested that an IPC representative (faculty member) is needed in ASGC. This will ensure that pertinent topics that involves both committees will be properly reported to each committee.
Co-Chair Anderson stated that for this to be formal, a change of the bylaws needs to be made. Anniqua Rana suggested that IPC change the bylaws, then appoint a representative.

E. Instructional Program Review & Reassigned Time Announcement (due dates: IPR by end of February & RT by January 26th) – Information
Chair Kaven stated that Instructional Program Reviews for Humanities and ALL divisions are due at the end of February:
- Anthropology
- Art
- Career
- Communication Studies
- Economics
- English
- English as Second Language
Geography
History
Kinesiology, Athletics & Dance
Latin American Studies
Learning Center
Library
Music
Philosophy
Political Science
Psychology
Sociology
Spanish
Theatre Arts

This due date is also the same for Resource Requests. Reassigned time requests are due January 26. The first meeting in the spring semester, February 5, will be dedicated to review the applications for reassigned time requests.

F. Adjournment
The adjourned at 11:06 am.