



**INSTRUCTIONAL PLANNING COUNCIL  
MEETING MINUTES OF  
October 18, 2019  
9:00 am – 12:00 pm, Building 2, Room 10**

**Members Present:** Adrian Afif, James Aganon, Chris Burns, James Carranza, Nick DeMello, Karen Engel, Allison Hughes, Jessica Kaven, Susan Mahoney, Joan Murphy, Candice Nance

**Members Absent:** Katie Osborne, Tammy Robinson, Rebekah Taveau

**Guests:** Jamie Hui, Diva Ward

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**1) Adoption of Agenda**

**Motion** – To adopt agenda: M/S Susan Mahoney, Nick DeMello

**Discussion** – none

**Abstentions** – none

**Approval** – approved unanimously

**2) Approval of Minutes with proposed changes 3/1/19**

**Motion** – To approve minutes with proposed changes: M/S Nick DeMello, Allison Hughes

**Discussion** – none

**Abstentions** – none

**Approval** – approved unanimously

**Approval of Minutes 9/20/19**

**Motion** – To approve minutes: M/S Nick DeMello, Allison Hughes

**Discussion** – none

**Abstentions** – Joan Murphy, not present at 9/20 meeting

**Approval** – approved

**3) Can-Innovate& the Viewing Room**

Allison Hughes presented on behalf of this topic. Allison shared that the Online Education Initiative offers an online canvas conference for free each year geared toward California Community College Faculty and staff. Allison shared that a viewing room will be created on October 25 for interested parties to view sessions together. Breakfast and lunch will be provided, in addition to Canvas giveaways. Allison was given a coupon code for a free professional development course that will be raffled off at the event. More information on training options are available at the CanInnovate website. Employees who are unable to attend the conference are able to view archived sessions online. Allison asked that interested employees RSVP to her.



caninnovate

Brought to you by the CVC-OEI

## FREE ONLINE CONFERENCE

Friday, October 25, 2019 | 9:00am – 5:00pm

Designed for California Community College Faculty and staff,  
featuring showcases of effective practices in Canvas.

*2 Ways to Attend*

and earn flex credit!

### **Join Your Colleagues in Our Group Viewing Room: 23-203**

We will be streaming sessions throughout the day. Breakfast, lunch,  
and fun activities will be provided. Please RSVP in advance.

### **Attend Online (from anywhere!)**

Can't make it to campus? No problem! Just register online for the  
sessions you're interested in attending. You will receive a  
participation link for each session via email, as well as a verification  
email for each session you attend.

Contact Allison Hughes at [hughesa@smccd.edu](mailto:hughesa@smccd.edu) for information about the group viewing room.

Learn more about CanInnovate at [OnlineNetworkofEducators.org/CanInnovate19](http://OnlineNetworkofEducators.org/CanInnovate19)



California  
Community  
Colleges

California Virtual Campus –  
Online Education Initiative

Jessica transitioned to introduce Nick DeMello as the new Distance Education Coordinator. Karen inquired about the campus inclusion in the CVC/OEI consortium. Nick confirmed that we are not part of the consortium. Nick explained that there have been two rounds where schools may join, and the campus has opted not to on both occasions. Nick mentioned that in speaking to David Reed, it seems as though the campus is interested in joining. Nick agreed that it was important to consider membership due to numerous benefits including advantages such as discounts on software such as Proctorio. Allison shared that it would take a coordinated effort across the district to align our IT systems. Karen shared that the Chancellor's vision is that all

colleges by 2023 will be integrated with the consortium. James suggested making this an agenda item for the next meeting, to plan out the process and work with the DE Coordinator. Allison shared that an Instructional Designer faculty position is being requested this position proposal cycle, and the role of this individual would be essential in navigating this process. Jessica asked for Allison to share the difference between Instructional Designer and Instructional Technologist. Allison shared that in our district, an Instructional Technologist is a full time classified staff position. Skyline currently has another position called Instructional Designer which is a faculty position. Academic Senate previously discussed that a full time classified role and a faculty member with a small amount of release time was not sufficient offer faculty pedagogical support in teaching. Jessica proposed adding this to a future meeting agenda after Program Review. Allison shared that the Technology Survey will be sent soon and responses to this survey are relevant and this data can assist in directing the discussion on this topic at a future meeting.

#### **4) Revisiting & Updating IPC Bylaws**

The committee continued to review the bylaws that were last formally revised and updated in May of 2018. Jessica shared the current IPC bylaws with the committee via email. In small groups, the committee reviewed the bylaws and noted possible areas of revision. The committee then reconvened as a whole to address the bylaws line by line to be more inclusive of the committee's responsibilities and to revise wording for clarity. The version of the bylaws that were reviewed by the committee can be found [here](#).

Jessica proposed that the committee reflect on the committee purpose, including the Program Review process, with the goal of ultimately compiling and reporting feedback on the role of IPC to Academic Senate. Due to time constraints, the bylaw editing will be tabled and continued at a future meeting. Jessica proposed that the committee continue to review the IPC Bylaw Revision project online in anticipation of the next meeting in December. The changes will be finalized at a future meeting.

#### **5) Good of the Order**

#### **6) Adjournment**

**Motion** – To adjourn meeting: M/S: Nick DeMello, Allison Hughes

**Discussion** – none

**Abstentions** – none

**Approval** – approved unanimously

a) Meeting adjourned at 11:37am.