



INSTRUCTIONAL PLANNING COUNCIL

MEETING MINUTES OF December 6, 2024 8:30am-11:30am, Zoom/9-154

Members Present: Diana Tedone-Goldstone, James Carranza, David Eck, Lisa Palmer, William Tseng, Rebekah Sidman-Taveau, Kiran Malavade, Paul Roscelli, Alexander Hernandez, Lindsey Irizarry

Members Absent: Jose Zelaya, Karen Engel, Chialin Hsieh, Allison Hughes, Erik Gaspar

Guests: Ameer Thompson, Gampi Shankar, Doniella Maher, Candice Nance, Nada Nekrep, Lezlee Ware

A. Approval of Agenda –

Motion – To approve the agenda: M/S: Lisa Palmer, Paul Roscelli

Discussion – none

Abstentions – none

Approval – approved unanimously

B. Approval of Minutes – November 22, 2024

Motion – To approve minutes of November 22, 2024: M/S: Rebekah Sidman-Taveau, Lisa Palmer

Discussion – none

Abstentions – none

Approval – approved unanimously

C. Reassigned Time

Diana Tedone-Goldstone reminded the committee that the main focus of this meeting was for the committee to make recommendations to support or not support reassigned time position applications. Ultimately, the final decision lies with the Vice President of Instruction who will take into consideration the feedback of the committee, other campus constituents, and the campus budget. Diana added that the group will only be making recommendations on positions that are not grant funded. Diana distributed the rating form to the committee members. As the committee progressed through the rating form, the same required questions (multiple choice assessing their level of agreement with the following statements) were asked of each application as follows:

- 1) The responsibilities associated with this reassignment are NOT included as part of faculty workload.
- 2) The position's proposed outcomes align with the college strategic plan and initiatives.
- 3) Amount/duration of reassigned time requested is reasonable.
- 4) Duties are most appropriately performed by a faculty member.

Additionally, it was optional to include comments regarding each application.

Diana also read a statement from VPI Hsieh who could not be present at the meeting:

Dear IPC Members,

I apologize for my absence during this critical meeting, where we are evaluating and recommending reassigned time positions. I am attending the California School Board Association Conference, which is an essential part of my responsibilities as a School Board member. I will review the recording of our discussion and recommendations to stay fully informed. Thank you for your understanding. I would like to express my appreciation to Diana, our co-chair and Alessandra.

The committee took time to review applications prior to their discussion. Diana stressed that the committee will focus on making recommendations to the VPI. These recommendations could include: full support, no support, or conditional support with specific stipulations.

Renewal Applications- College Wide Positions

Faculty Equity Coordinator

The committee discussed the Faculty Equity Coordinator position, noting that most members agreed or strongly agreed that its responsibilities were not part of the regular faculty workload. There was unanimous agreement that the role aligned with the college's strategic initiatives, though some members were neutral regarding the reasonableness of the reassigned time request. Comments highlighted the position's critical role in supporting college goals. Clarifications were made regarding the coordinator's role in equity-related support for various programs.

Motion – To support the position of Faculty Equity Coordinator: M/S: Lisa Palmer, Rebekah Sidman-Taveau

Discussion – no additional

Abstentions – none

Approval – approved unanimously

Faculty Teaching and Learning Coordinator

The committee reviewed the Faculty Teaching and Learning Coordinator position, with most members agreeing or strongly agreeing on its necessity, though there were a few neutral responses. There was more neutrality regarding the reasonableness of the reassigned time request, but overall support for the position was evident. No further questions or comments were raised for discussion.

Motion – To support the position of Faculty Teaching and Learning Coordinator: M/S: Alexander Hernandez, Lisa Palmer

Discussion – no additional

Abstentions – none

Approval – approved unanimously

Honors Coordinator

The committee reviewed the Honors Coordinator position, with most members agreeing or strongly agreeing on its necessity, though some remained neutral. There was unanimous agreement that the role aligned with the college's strategic plan and that the reassigned time was reasonable. Comments were made in support of the position. There was no further discussion.

Motion – To support the position of Honors Coordinator: M/S: Lisa Palmer, Paul Roscelli

Discussion – no additional

Abstentions – none

Approval – approved unanimously

Renewal Applications- Department/Program Positions

CBOT Coordinator

The committee discussed the CBOT Coordinator position, which received mixed feedback, including some disagreements. Concerns were raised about the position description and faculty workload, though many agreed it aligned with the college's strategic plan. The requested reassigned time was generally seen as reasonable, but there were questions regarding whether duties were best performed by a faculty member.

A discrepancy was noted in the reassigned time request, with members clarifying that the intended request was for 0.2 instead of 0.02. The discussion also highlighted challenges in assigning duties to part-time faculty, as there are no full-time faculty member in the department. Some members questioned the efficiency of administering the program under these conditions, noting that adjunct faculty would need to be compensated hourly for certain responsibilities.

Ultimately, the committee agreed that while the reassigned time application formalized responsibilities, certain duties, such as updating course outlines, should not be included. The discussion revolved around ensuring that the duties assigned to a position did not overlap with D1 duties, which were specific to full-time faculty. Concerns were raised about the appropriateness of adjunct faculty performing certain tasks, such as developing instructional materials and updating curricula.

Suggestions included revising the reassigned time application to clarify when adjuncts could take on D1-related duties and ensuring compliance with workload limits for adjunct faculty. Some members pointed out inconsistencies in current policies and their application, particularly regarding whether reassigned time counted towards an adjunct's workload. Ultimately, a motion was proposed to approve the reassigned time with the condition that application language be revised to address cases where only adjuncts could fulfill the role. The group agreed to revisit the framing of reassigned time criteria to prevent similar issues in the future.

Motion – To support the position of CBOT Coordinator with the caveat that IPC will review the reassigned time application and requirements and include clarification for adjuncts: M/S: Lisa Palmer, Paul Roscelli

Discussion – Lisa added that D1 responsibilities are not part of the adjunct contract, so

if the role is taken by an adjunct, there needs to be clarification that it is ok for there to be some overlap. David Eck reminded the committee that adjunct faculty members cannot exceed .67.

Abstentions – none

Approval – approved unanimously

Community of Learning Through Sports (COLTS)

The group discussed Community Learning Through Sports coordinator and mostly agreed or strongly agreed, with some neutral responses. Comments were made about the need for more counseling support. There was no further discussion.

Motion – To support the position of Community of Learning Through Sports with the caveat that IPC will review the reassigned time application and requirements and include clarification for adjuncts: M/S: Paul Roscelli, David Eck

Discussion – no additional

Abstentions – none

Approval – approved unanimously

Interior Design Program Coordinator

The group discussed the Interior Design Program Coordinator position. There were mixed opinions regarding the responsibilities associated with the role, with some members in agreement and others expressing neutrality. It was mentioned that the program faces notable challenges, including the fact that it has only one full-time faculty member and lacks administrative support. The unique nature of the program, which is not a transfer program, was acknowledged.

Motion – To support the position of Interior Design Program Coordinator: M/S: Lisa Palmer, James Carranza

Discussion – no additional.

Abstentions – none

Approval – approved unanimously

IPC Co-Chair

The committee discussed the IPC Co-chair position, with most members expressing agreement or strong agreement. There was neutrality in some areas, but the alignment with the strategic plan and the reasonableness of the amount, duration, and reassigned time were widely supported.

Motion – To support the position of IPC Co-Chair: M/S: Lisa Palmer, Paul Roscelli

Discussion – no additional.

Abstentions – none

Approval – approved unanimously

Medical Assisting Program Coordinator

The group discussed the Medical Assisting Program Coordinator application, with members agreeing or strongly agreeing that the role aligns with the college strategic plan and initiatives. There was mixed feedback regarding the amount and duration of reassigned time. It was clarified that the request originally sought a three-year term but was later revised to four years. There was further discussion about the release time and review periods, with some members suggesting a shorter renewal cycle. After deliberation, it was agreed that the faculty member, Dean, and Vice President should confer to resolve any discrepancies and determine the appropriate release time and approval period.

Motion – To support the position of Medical Assisting Program Coordinator and recommend that the faculty member and Dean, along with the VPI, work together to discuss the appropriate release time allocation and approval period: M/S: Lisa Palmer, David Eck

Discussion – no additional.

Abstentions – none

Approval – approved unanimously

Paralegal Program Coordinator

The group discussed the Paralegal Program Coordinator position. Most members expressed agreement or neutral opinions. There was some discussion regarding the college library contracting resources, with emphasis on the San Mateo County Law Library providing more specialized law resources, given its staff of law librarians with expertise in the field.

Motion – To support the position of Paralegal Program Coordinator: M/S: Rebekah Sidman-Taveau, Paul Roscelli

Discussion – no additional.

Abstentions – none

Approval – approved unanimously

Umoja Program Coordinator

The group discussed the Umoja Program Coordinator position. All members agreed with the proposal was in alignment with the college goals and that duties are most appropriately performed by a faculty member, though there were some neutral opinions and mixed views on the amount and duration of reassigned time. There were comments noting that the program had no full-time staff, and much of the work fell on the coordinator, with many program members working part-time.

Motion – To support the position of Umoja Program Coordinator: M/S: Rebekah Sidman-Taveau, David Eck

Discussion – no additional

Abstentions – none

Approval – approved unanimously

Umoja Program Faculty

The group discussed the Umoja Program Faculty position. While most of the committee was in agreement, a percentage strongly disagreed with the amount of reassigned time requested and there was some disagreement with the idea that the duties were best performed by a faculty member. It was suggested that additional counseling resources could benefit the program. James Carranza explained that the additional unit for faculty teaching cohorted classes was meant to allow them time to engage in retention activities, campus events, and meetings with the team.

Motion – To support the position of Umoja Program Faculty: M/S: Lisa Palmer, Paul Roscelli

Discussion – no additional

Abstentions – none

Approval – approved unanimously

New Applications- Department/Program Positions

Biology Department Coordinator

The group discussed the Biology Department Coordinator position. There were mixed opinions on the responsibilities as part of faculty workload, but most agreed that the outcomes aligned with the college's strategic plan. Concerns were raised about the amount and duration of reassigned time, and whether the duties were appropriate for a faculty member. Dr. Ameer Thompson explained that the department lacked central coordination among its full-time and adjunct faculty, making it difficult to manage tasks like curriculum updates and program reviews. Diana highlighted that the wording in the application used dealt with monitoring, organizing, and coordinating, rather than completing and entering curriculum, which is an appropriate distinction regarding D1 duties. Members expressed support for a coordinator to lead the department, with some suggesting a formal structure for larger departments generally.

Motion – To support the position of Biology Department Coordinator: M/S: Lisa Palmer, David Eck

Discussion – no additional

Abstentions – none

Approval – approved unanimously

Fashion Show & Community Event Production

The group discussed the Fashion Show and Community Event Production position. There were some neutral opinions on whether the responsibilities were part of the faculty workload. Most members agreed that the position aligned with the college's strategic plan, though there were mixed opinions about the reasonableness of reassigned time. There was discussion that the Dean had proposed potentially making this a grant-funded position.

Motion – To support the position of Fashion Show & Community Event Production, and recommend grant funding, if possible: M/S: David Eck, Lisa Palmer

Discussion – no additional

Abstentions – none

Approval – approved unanimously

Grant Funded Positions:

Articulation Officer Reassignment Revision

Business Department Apprenticeship Coordinator

Business Department Dual Enrollment Coordinator (Formerly Supplemental Business Coordination)

Business Department Menlo Park Coordinator

CCCCO ZTC Grant-funded Release time

Coordinator, ESL Department

CTE Liaison

Common Course Numbering (CCN) Faculty Lead

Dual Enrollment Co-Teaching

ESL Department Coordinator

Interest Area Counselor Lead (4 positions, one for each interest area: ADP, BUS., HBC, Technology and Health)

Interior Design Assistant

Medical Assisting Clinical Support

D. Feedback on Instructional Program Review Process

This item was tabled due to time constraints. Diana shared that she would email the committee with updates prior to the end of the semester.

E. Forming small ILO Update Group to study discrepancies with ACCEL Standards, evaluate current assessment methods, and recommend updates to ILO. At least one member from Curriculum Committee, Academic Senate, Student Services, and VPI will be encouraged--Not changing ILOs, just reviewing if change is needed.

This item was tabled due to time constraints. Diana shared that she would email the committee with updates prior to the end of the semester.

F. Update on Program Review Questions Work Group

This item was tabled due to time constraints. Diana shared that she would email the committee with updates prior to the end of the semester.

G. Curriculum Report

This item was tabled due to time constraints. Diana shared that she would email the committee with updates prior to the end of the semester.

H. Important Dates: March 21st Instructional Program Review Presentations

I. Adjournment

Meeting adjourned at 11:33 am.