



INSTRUCTION PLANNING COUNCIL

Friday, 9/3/10
9:30 a.m. – 11:30 a.m.
Building 9, Room 354

MEETING MINUTES

Members Present: Leonor Cabrera, Jenny Castello, Patty Dilko, Linda Hayes, Jonna Pounds, Byron Ramey, Carol Rhodes, Rita Sabbadini, Janet Stringer

Guests: President Mohr, Martin Partlan, Maggie Souza Nancy Wolford.

1) Approval of Minutes

- Minutes for Special IPC meeting on 4/23/10 were approved as submitted with one abstention.
- Minutes for IPC meeting on 5/21/10 were approved as submitted.

2) Business

I. Membership

IPC members were asked to go to the IPC sharepoint site and review the IPC By-Laws. The IPC sharepoint site was made available to the entire faculty last year. Anyone having difficulty in getting into this sharepoint should contact the Instruction Office.

The IPC Co-Chairs are in the process of organizing the IPC sharepoint site so that all appropriate documents are listed there. They will also be looking at the documents posted on Inside Cañada link and note what needs to be public and private.

II. Planning Process

The IPC Co-Chairs are in the process of having all program planning document links under the Office of Planning, Research, and Student Success. This should be completed in a couple of weeks.

III. Measure G

Cañada's proposed plan for use of Measure G funds was reviewed. The College needs to look into starting some classes with "late adds" two weeks after the semester has begun. Noted that sections were put back into the schedule using our top strategic goals.

IV. New Positions

President Mohr proposed at this week's Budget Committee meeting that the college look into hiring four full-time positions this year. A proposal was made as yesterday's College Planning Council meeting to begin the hiring process this fall for two full time positions, evaluate the college's budget mid-year, and if feasible hire two more in the spring. The College Planning Council endorsed moving forward with this contingent that this proposal was vetted through the college constituency groups. The SSPC and Academic Senate will be meeting next week.

The "Proposed Fall Hiring Process" was reviewed along with the "Criteria for Use in Developing Proposals for Faculty Hires." Hiring committees will need to be setup for each position proposal so that they are in place when the final decision is made.

Noted that in the future the "Administrative Planning Council" will need to be added to the College Planning Structure and hiring process.

Each position proposal will need to provide data from the 2009/10 academic year. Suggested that this include the number of faculty to Load.

****Note –**

- 1. Need to look at data in report form for college data;**
- 2. Is data on the web for faculty access?**
- 3. Position proposals should follow the format in "Criteria for Use in Developing Proposals for Faculty Hires;"**
- 4. Counseling meeting followed up with a meeting with Greg;**
- 5. Add top 4 Strategic Goals for college to "Criteria for Use in Developing Proposals for Faculty Hires" document)**

President Mohr will send out a campus-wide email out soon informing everyone of the decision to go through the hiring process this fall for two full-time positions.

V. Workforce Development Director

Propose that the college hire a Workforce Development Director. This would be a 12 month technical academic position (Administrative position) with a salary paid from Fund 1 of \$84,300 (benefits not included). Position would report to the Dean of Business, Workforce, & Athletics. The Budget Committee has

determined that there are funds in our budget for this position. The College Planning Council has endorsed the idea of this position with the understanding that it be vetted through all constituency groups and then sent to the College President. A motion was made and seconded that the Instructional Planning Council endorses the hiring of a Workforce Development Director to the College Planning Council. In discussion it was noted that the job description for this position be very specific with evaluation accountability built in. A vote was taken with all members agreeing to endorse the hiring of a Workforce Development Director to the College Planning Council.

VI. Other

Member Update - Alicia Aguirre will be joining the IPC replacing Sharon Finn as Curriculum Co-Chair. Two student reps are still needed. Denise Erickson will be unable to make the IPC meetings as she is teaching at that time. She will speak to the others that sit on the Professional Development Committee and see if one of them can attend the IPC meetings.

The meeting was adjourned at 11:20 a.m.