



**INSTRUCTION PLANNING COUNCIL
MEETING MINUTES OF**

Friday, September 21, 2012
9:30 am – 11:30 am
Building 2, Room 10

- Members Present:** Alicia Aguirre (Curriculum), Jolani Chun May (ASCC), Linda Hayes (Interim VPI, Co-Chair), David Johnson (Dean), Michelle Morton (Library), Jonna Pounds (Classified), Carol Rhodes (SLO), Jan Roecks (Dean), Rita Sabbadini (Classified), Janet Stringer (Dean).
- Members Absent:** Patty Dilko (Honors), Denise Erickson (Professional Development), Greg Stoup (Researcher).
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1. Approval of Agenda – Approved

2. Approval of Minutes – 9/7/12 – Approved as amended with the following:

Jolani Chun May was present at the meeting, and under Accreditation, correction FROM VPI Richards TO VPSS Richards.

3. Business

A. Election of IPC rep to CPC

Jonna Pounds will represent both Classified Senate and IPC to CPC - **Approved**

B. Counselor and Basic Skills members to IPC

VPI Hayes met with Dean Kim Lopez (Enrollment Services) and asked her to invite counselors to attend IPC meetings. Dean Lopez said counselors are currently too busy to serve – VPSS Richards will follow up. It was suggested that Michelle Mendoza (Counseling/Basic Skills) could possibly represent both areas. Michelle Morton volunteered to serve as Basic Skills rep., if Michelle is not able to serve.

C. Program Assessment policy

Carol Rhodes discussed the need to create a program assessment policy that will be submitted to CPC. The GE learning outcomes are the institutional outcomes. Two types of assessments are indirect (student surveys, course alignments) and direct (success of grads of jobs/transfer, exit exam, portfolios).

Indirect – student surveys examples are the CCSSE and Noel-Levitz; however, these measures only student engagement, not academic success.

Direct – this is the type of assessment as WASC requires.

- Success of grads will give us information on how well we have prepared our students after
- graduating from Cañada. An example is the exit evaluation form from Cabrillo College.
- Exit exam – Greg Stoup mentioned the possibility of a standardize exit exam used college wide.
- E-portfolio – this method received many support from IPC members. At the Fall semester opening day, Dr. David Hubert from Salt Lake Community College presented this topic and received positive feedback. Carol stated that there are four programs who have pledged to start this is in their programs. Discussion included how to engage faculty and student participation. It was suggested that three speaking points be created to address the importance and reason for e-portfolio. Faculty who participate will receive a stipend for creating signature assignments for departments. Technology to get students more support, similar to WebSMART help.
Student engagement included the following ideas: linking e-portfolio to student resume, creating it as a social media, receiving extra credit in class, connecting it to a career course with the possibility of posting one assignment online.

Carol Rhodes will bring to ASGC the IPC recommendation to promote e-portfolios college-wide.

Curriculum Chair Aguirre will bring the topic to the District Academic Senate.

Deans will bring the topic to division meetings.

4. Other

SLOAC advisory committee

Carol Rhodes proposed that this advisory committee be dissolved and duties be divided between IPC for instructional areas and SSPC for student services area. - **Approved**

IPC meetings

Aguirre proposed that IPC meetings be changed from twice a month to once a month. Interim VPI Hayes suggested leaving all scheduled meetings on the calendar and cancelling as needed. IPC Co-chairs will look at goals for the year and review it. – **Approved**

IPC memberships

Denise Erickson will be leaving Professional Development committee – suggested adding faculty member from Science Tech as replacement.

Alicia Aguirre suggested adding Kathy Mielecki (Library/Distance Ed) to serve on IPC.

Technology Committee

Interim Dean Roecks reported that a new funding source from the district will enable the college to purchase technology related materials. However, it needs to be spent by Summer 2013. The technology committee requested for IPC to review and prioritize instructional equipment requests that are included in the Annual Program Plans. This is due to the technology committee by November.

4. Adjournment

The meeting adjourned at 12:00 pm.