



**INSTRUCTION PLANNING COUNCIL
MEETING MINUTES OF**

Friday, March 21, 2014
9:30 am – 11:30 am
Building 6, Room 112

Members Present: Alicia Aguirre (Curriculum), Patty Hall (Honors), Linda Hayes (Dean), Chialin Hsieh (Dean), Nicholas Martin (Counseling), Supinda Sirihekaphong (Classified), Anniqua Rana (Basic Skills), Carol Rhodes (SLO), Javier Santos (ASCC), Diva Ward (Classified).

Guests: Jeanne Gross, Sandra Mendez, Karen Olesen, Nadya Sigona, Maggie Souza, and Yolanda Valenzuela

1. Approval of Agenda – Approved as amended adding *F. Strategic Enrollment Plan*

2. Approval of Minutes – March 7, 2014 – Approved as amended

3. Business

A. Review Draft Student Engagement Plan

The Student Engagement Plan is a campus-wide effort to ensure that all students attending our college feel connected, engaged, directed, focused, valued, and nurtured – leading to their success and completion. The document reflects new activities can occur to ensure success, responsible party for activity and when activity will occur. The document is a direction from Cañada’s EMP 2012-2015 and the Student Success Act of 2012. Its creation and development comes from our College’s SSPC, ASCC, IPC and Basic Skills groups. Suggested revisions from IPC included:

- Under “Connected” #2. Orientation - add online; #7 Why is STEM there/should not be listed unless we are doing math
- Under “Engaged” #2. Orientation
 - ✓ add CRER tech
 - ✓ take STEM out and add programs;
- Under “Engaged”
 - ✓ #3. Change - Meta Majors to Areas of Interest
 - ✓ #7. Campaign – add Equity Committee to responsible.
- Under “Directed” #3. Ask about Plans
 - ✓ add Business & Career Tech
 - ✓ take out AA/AS/ADT and change degree to degrees
 - ✓ add Summer to Timeline
 - ✓ Under Benchmark Assessment Measures: add to Benchmark #14 - on campus ESL; add Benchmark #15 – success in Honors
- Under “Focused”

- ✓ Change Meta Majors to field of interest
- ✓ Add 7. Mentorship
- Under “Valued”
 - ✓ Add 6. Creating spaces for support
- Under “Nurtured” 2. Habits of the Mind
 - ✓ Add Spring to timeline

Revisions will be made to the Student Engagement Plan. The final draft will be presented to the PBC on March 26th for their approval.

B. Proposed Revisions in Program Planning

The revised Program Planning document will be in effect for the 2014/2015 Academic year and will be every other year. Noted that resources required can still be available every year. The PRIE Office will continue to produce data package for all programs.

A motion was made and seconded to approved revised Program Planning document. All members present agreed to approve.

C. Puente Program

This proposal was initially presented to our Student Equity Committee as a strategy to improve the retention and success rate of Hispanic students. The Puente Program addresses the main goals listed in the college’s Strategic Enrollment Plan, Student Engagement Plan, Educational Master Plan, and Student Equity Plan. Program events would be open to non-Puente students. Professor Valenzuela and the Student Equity Committee invited Ann Romero, a UC Berkeley Puente representative, to do a Puente presentation for the campus community. Reported that after the presentation, strong support was received from those in attendance.

Three major components of the program are integrated instruction, counseling and mentorship. An English professor teaches an integrated reading and composition course one level below English 100 and English 100 within two consecutive semesters, and a faculty members from the Counseling Department teaches a linked year-long career class. The Mentorship Program is coordinated by the English professor, Counseling professor and an office assistant hired to work 10 hours a week. The English and Counseling professor are trained at UC Berkeley during the summer for 10 days to learn how to better meet the needs of Hispanic community college students.

In order for the three major components to work effectively, our college would need to support the program by giving a full-time English instructor 20% release time and a fulltime counselor 50% release time, by funding a 10-hour/week office assistant with strong administrative skill and by allotting a \$5000 activities budget for cohort of 30 students. In addition to recruiting for and sustaining the mentorship program, the English professor, counselor and office assistant will attend all the activities that students will be encouraged to attend - many of which are held after class hours. A budget to support the program was provided.

Professors Valenzuela and Mendez were asked to present the Puente Program to the Academic Senate and to President Buckley.

D. IPC By-Law Revisions

A motion was made and seconded to approve the IPC By-Laws as amended last November 2013. All members present agreed.

E. Preparation for Review of Program Plans

This agenda item will be carried to the next IPC meeting.

F. Strategic Enrollment Plan

Dean Hsieh reported that data on Middle College concurrent enrollment has been added to the document. Professor Hall noted that Honors was not mentioned in the document. Suggested that it can be imbedded focusing on high school student recruitment. It was noted that the SEP does not address home schooled high school students. Dean Hsieh said that she would look into adding this information.

4) Adjournment – the meeting was adjourned at 11:37 a.m.