



**INSTRUCTIONAL PLANNING COUNCIL  
MEETING MINUTES OF**

**Friday, March 17, 2017  
8:30 am – 12:00 pm, Building 2, Room 10**

**Members Present:** Gregory Anderson, Danielle Behonick, Nick DeMello, Heidi Diamond, Michael Hoffman, Chialin Hsieh, Jamie Hui, Maria Huning, Jessica Kaven, Nicholas Martin, Luis Mendez (ASCC), Katie Osborne, Anniqua Rana, Lorena Silva (ASCC)

**Members Absent:** Valeria Estrada

**Guests:** Allison Hughes, Hongyan Meng, Wanda Nalls, Gerardo Pacheco, Nadya Sigona, Diana Tedone, Kirk Tramble, Marie Varelas, Nancy Wolford

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**1. Adoption of [Agenda](#)**

**Motion** – Approve as presented

**Discussion** – None

**Abstentions** – None

**Approval** - Approved unanimously

**2. Approval of Minutes – [March 03, 2017](#)**

**Motion:** Approve the minutes

**Discussion** – None

**Abstentions** – None

**Approval** - Approved unanimously

**3. Business**

**A. SPOL Review**

Chairperson Jessica Kaven provided members and participants with the [instructional program review rubric](#) and the [directions for operating SPOL - Strategic Planning Online](#) – the online system that houses the program reviews. She showed them how to read each of the programs, view their objectives and future plans and directed them to post the completed rubric to the shared site or to email it to her directly.

**B. Instructional Program Reviews**

Chairperson Kaven followed last year's process assigning members and participants into small groups to evaluate the Instructional Program Review applications.

### **C. Announcements:**

- Instructional Program Review Presentations at IPC on 5/5:
  - Cooperative Education, ECE, Earth Science, Engineering, Fashion Design, Human Services, & Interior Design

### **4. Adjournment**

The meeting adjourned at 12:00 pm.