Cañada College

INSTRUCTIONAL PLANNING COUNCIL
MEETING MINUTES OF

Friday, November 04, 2016
9:30 am – 11:30 am, Building 2, Room 10

Members Present: Danielle Behonick, Nick DeMello, Heidi Diamond, Valeria Estrada, Michael Hoffman, Jamie Hui, Maria Huning, Jessica Kaven, Luis Mendez (ASCC), Anniqua Rana, Cindy Streitenberger (ASCC)

Members Absent: Gregory Anderson, Chialin Hsieh, Nicholas Martin, Katie Osborne

Guests: David Meckler, Melinda Ramzel

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1) Adoption of Agenda

Motion – approve agenda as presented
Discussion – none
Opposed - none
Abstentions - none
Approval – agenda approved unanimously

2) Approval of Minutes – October 21, 2016

Motion – approve as presented
Discussion – none
Opposed - none
Abstentions – Danielle Behonick, Anniqua Rana, Cindy Streitenberger
Approval - approved unanimously

3)   Business

A. Neurodiagnostic Technology Program - *Information*

Dean Stringer presented this item commenting that this is the first time she has been approached by another entity demonstrating huge interest in starting a CTE program at Cañada College. She shared the "2016 Bay Area EEG Technologist Survey," and commented that this survey shows the opportunity UCSF and Cañada College have to lead the Neurodiagnostic Technology Program on the West Coast and California. She commented that Cañada College is being chosen to participate and has the advantage

of its location in the Bay Area. This college is surrounded by major medical centers which employ the majority of the EEG technicians – UCSF, Stanford, and Kaiser in Redwood City. The Neurodiagnostic Technology Program will receive equipment donations and funding from the Career Technical Education and the Strong Workforce Program. More on this program structure below:

Optimal Program Structure

- Potential program start date of Fall 2017 with first graduates completed spring 2019, including credentialing period
- Three-year program including pre-requisites
- Hours of instruction/hours of study
  - Approximately 700 didactic hours of instruction
  - Approximately 1,000 hours of clinical experience
  - It is recommended that students spend 2-3 hours of study for every hour of in class instruction

Optimal Program Structure

Hours clinical rotations approximately:
- 1st year Spring semester 12-16 per week
- 1st year Summer semester 24 hours per week
- 2nd year Fall semester 12-16 per week
- 2nd year Spring semester 36 per week

Approximately a total of 1,000 hours of clinical experience

B. [Update: Requests & Allocations from Program Review](#) – *Information*

VPI Marquez shared her experience gained through the 2 review cycle she has been through here at Cañada College. Initially, she said that resource requests & allocations were submitted and no other status communication was exchanged with requestors for about 6 months. Now, reviewers have a way to send email to requestors with what was approved and pending/not approved through SPOL. Faculty can login to SPOL and check any time where their requests are in the process. She encouraged members to access the Program Review resource documentation on the **[College Administrative Services Share Point site](#)** for a summary of the FY 16-17 requests, allocations, and detailed requests.

VPI Marquez summarized the current process and commented about it being much better than before with few areas to be addressed.

- By the time requests were submitted at the end of February and beginning of March, Deans had started reviewing and approving them.
- In April and May, Michelle received all reviewed requests and created a spreadsheet to facilitate the analysis. She found difficulties with:
  - incomplete requests such as a missing dollar amount. Dean Marquez had to manually input $1 in each of the 250 requests.
  - several data that needed to be extracted
  - unapproved items wouldn't be checked off the list and required a manually input comment on each of them
- Still in May, follow up was done with departments on the cost of new and replacement items and budget availabilities.
- By the end of the semester, all faculty were contacted with a response to their requests & allocation.
- During the summer semester, division assistants used some of the carry over fund account money to order supplies so that faculty had their materials available before the fall semester started.
- A process is needed to reevaluate the justification and need of replacement items. One of the members commented that it would be worthwhile to refer to the Library equipment usage process which is working really well.
- Allow Business Office access to the justification for each request. This would avoid questions to the department regarding the need of the item, consequently, also avoiding delay in approval.

C. [Strong Workforce Program Funding & Investment in CTE: Business, Engineering & Entrepreneurship](#) – *Discussion*

Alexander Kramer, the College's new Director of Workforce Development, presented this item. He stated that Co-chair Anderson briefly presented on Strong Workforce Program at the last IPC meeting and that he was now going to give the committee more details to encourage the college community to apply for this amazing opportunity of

investment in new and innovative ideas and programs. He stated that the SWP goal is to have *more* enrollments, more students getting certificates and transferring, add *better* program offerings, and provide completion and jobs in student's fields. He added that a justification is needed with the application for funding of this program, demonstrating the need and how it would benefit and be valuable to our students. For member's reference, Mr. Kramer also talked about the top codes listing of all campus classes and showed how the funds are being distributed in our state. He introduced the link to the Centers of Excellence labor market resources which allow the access to the **COE labor market supply/demand data** (password for demand table is "GetLMI").

Below are some of the opportunities we as a college have thought to invest so far:
- Neurodiagnostic Technology Program from the Science and Technology Division
- Library and Makerspaces hub to facilitate the teamwork of engineering and business students (3D printer / laser cutters)
- Professional development funding to invest in faculty skill sets
- New programs / partnership with Tesla – car maintenance to campus

D. Announcements – *Information*

Co-chair Kaven asked members to remind faculty and department coordinators of the deadlines below:

- Reassigned Time Proposals due to Dean by 1/26
- Instructional Program Reviews due by end of February

4) Adjournment

The meeting adjourned at 11:00 am.