



**INSTRUCTIONAL PLANNING COUNCIL
MEETING MINUTES OF**

**Friday, March 16th, 2018
8:30 am – 12:00 pm, Building 2, Room 10**

Members Present: James Carranza, Loretta Davis-Rascon, Nick DeMello, Valeria Estrada, Tracy Huang, Susan Mahoney, Sandra Mendez, Katie Osborne, Katie Schertle

Members Absent: Matt Lee, Jessica Kaven, Rebekah Taveau

Guests: Jamillah Moore

1) Adoption of [Agenda](#)

Motion – Approve as presented

Discussion – None

Abstentions – None

Opposed - None

Approval - Approved unanimously

2) Approval of Minutes – [March 2nd, 2018](#)

Motion – Approve as with revision of date from March 3rd to March 2nd

Discussion – None

Abstentions – None

Opposed - None

Approval - Approved unanimously

3) Business

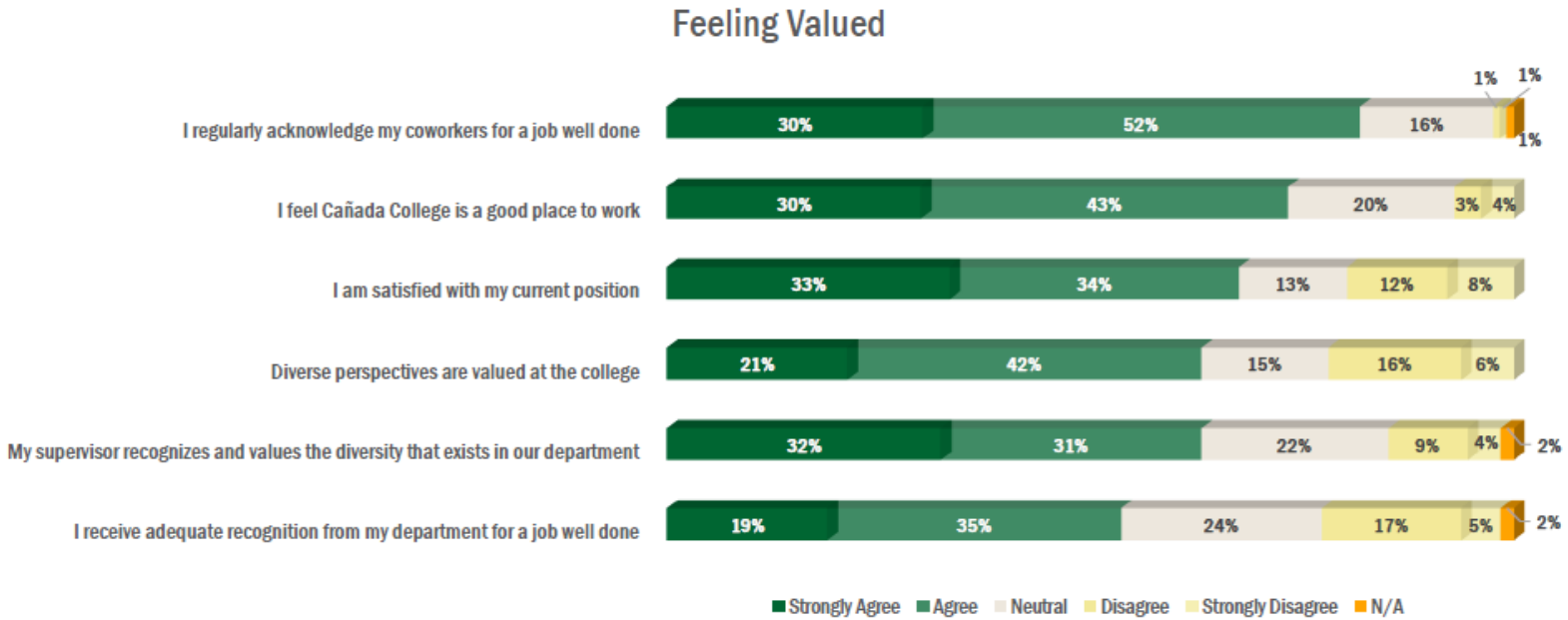
A. Climate Survey

President Moore presented this agenda item. In December, 2017 Cañada College participated in a Campus Climate Survey and the results can be found [here](#). President Moore is making rounds to shared governance committees and division meetings to share the results and receive feedback. It had been a few years since Cañada conducted a climate survey, although Skyline and CSM conduct climate surveys on a regular basis. Here is a breakdown of those who participated in the survey

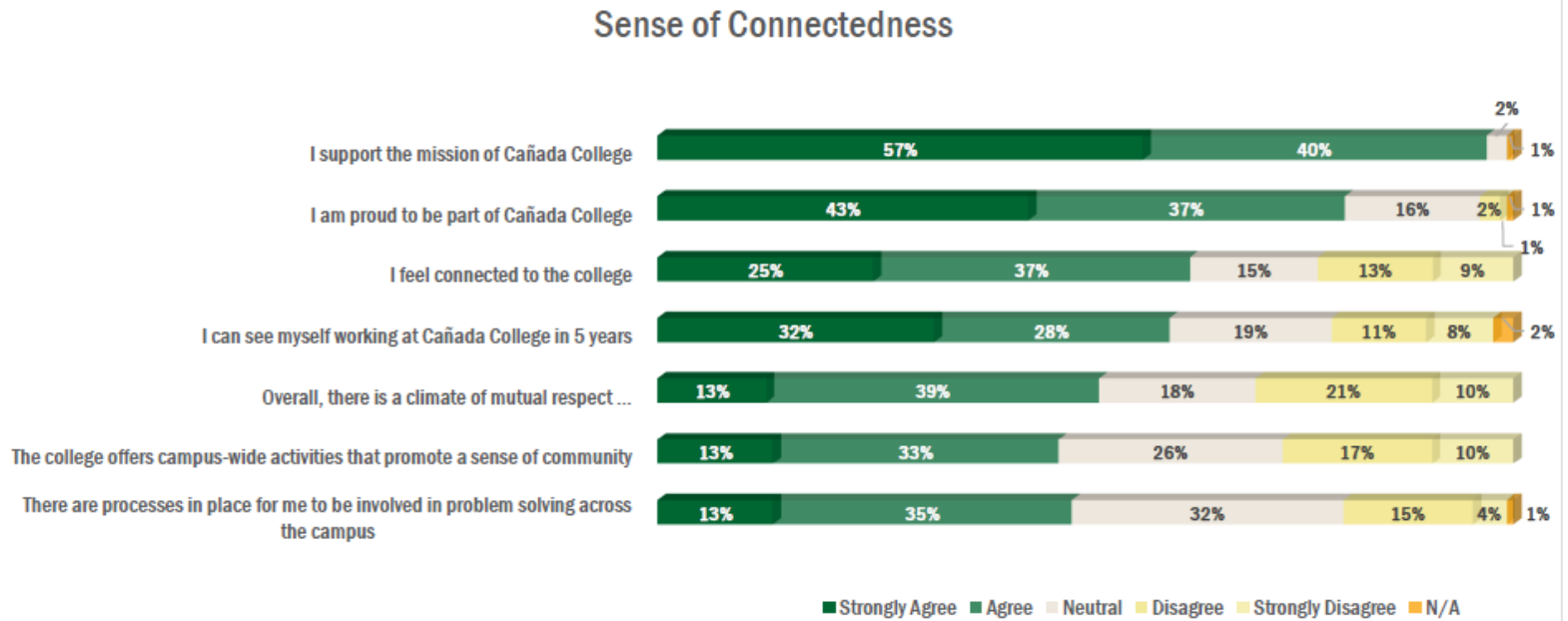
	Survey Responses		Total Employees (for comparison)	
	#	%	#	%
Classified	42	33%	117	32%
Faculty (full-time)	40	32%	78	22%
Faculty (part-time)	29	23%	147	41%
Administrator/Manager/Director	16	13%	20	5%
Total	127	100%	362	100%

During the next survey, a “decline to state” category will be included to provide more anonymity. Questions were developed from previous climate surveys, questions provided by Human Resources as well as questions that were asked at CSM and Skyline to provide continuity amongst all Climate Surveys throughout the District.

Category #1 – Feeling Valued

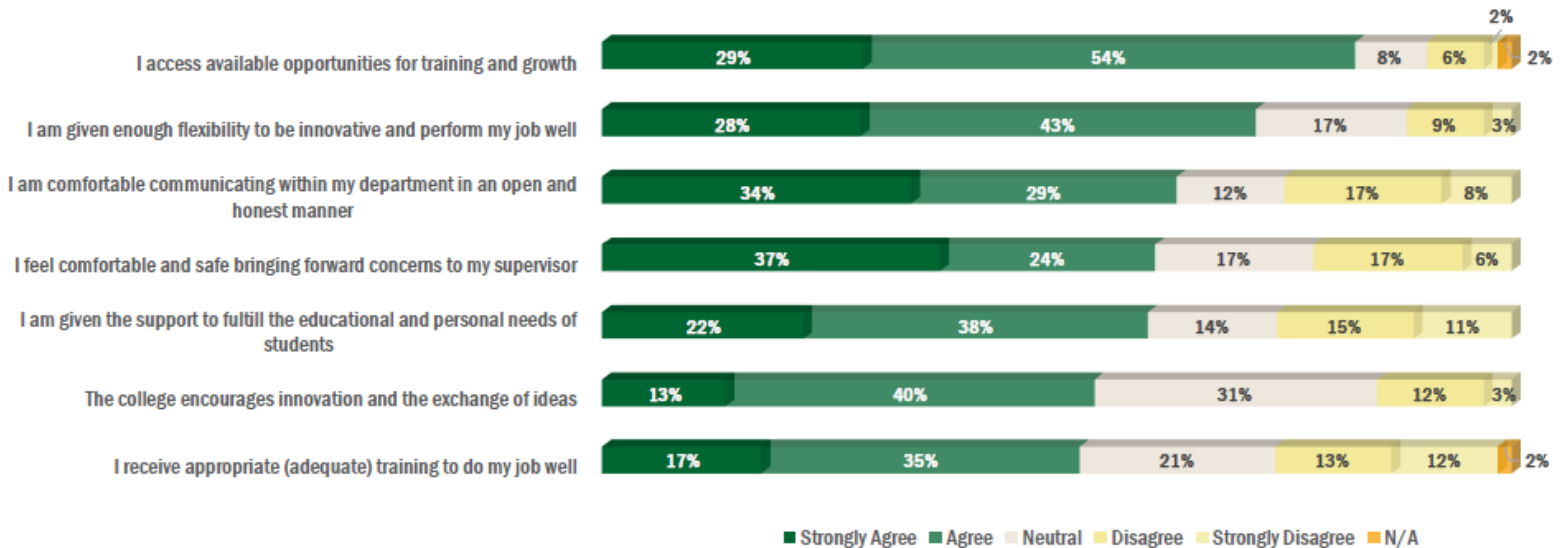


Category #2 – Sense of Connectedness



Category #3 – Communication, Innovation & Growth

Communication, Innovation, and Growth



Open-Ended Response Questions

Each of the three open-ended response questions is summarized below. To maintain anonymity of survey participants, responses were grouped into common themes.

Q9. If there was one thing you could change about the college, what would it be? (n=99)	
Theme (Examples)	Number of Responses
Transparency & Communication (silos, collaboration, relationships)	23
Hiring & Personnel (workload, compensation)	19

Q10. What is the one thing you would not change about the college? (n=84)	
Theme (Examples)	Number of Responses
Student Focus and Support (support programs, students)	24
Employees (faculty, staff, administrators)	15
Family Environment & Sense of Community (welcoming, pride)	14

Q11. Do you have suggestions to support a positive, productive campus climate? (n=85)	
Theme (Examples)	Number of Responses
Transparency & Communication (broaden, continue & improve, listen)	30
Employee Engagement & Support (campus events, opportunities)	13

Note: Responses indicating 'none', 'nothing', etc. not included in data summary

Transparency and communication were recurring themes amongst the open-ended questions. President Moore wants to be sure that we are engaging Faculty, Staff, Administrators and Students with regard to how we can make Cañada College better. She posed the question, how do we as a College communicate and how do we define transparency? During her first year at Cañada President Moore went around the campus and listened to the campus community about what their wants and needs were and a recurring comment she heard was that we used to have college-wide meetings and that they would like to start doing that again. Based on the Board's Resolution on Social Justice and Equity, we held a college-wide meeting this past year due to an issue of feeling safe and anxiety that was brought about during the election which needed to be addressed and discussed. President Moore also mentioned that we will continue to hold college-wide meetings and take suggestions on topics.

Co-Chair, James Carranza asked President Moore if there was anything in particular that IPC could do to help share the information. President Moore thought it would be helpful for IPC members to pass along the information as well as come up with ways in which members might operationally define transparency or thoughts on how we, as a campus, can be more transparent in our processes, etc. On the next climate survey, President Moore would like to be able to craft a question related specifically to transparency. An IPC member mentioned that sometimes when people are unhappy with something they will use transparency as their definition of what they are unhappy with as it is a vague term and somewhat undefined.

An IPC member mentioned that it seemed there was a greater discrepancy in some of the topics related to “Sense of Connectedness” than in other categories. This concern has been brought up before at PBC where people do not feel like they are getting enough information about how decisions are being made and how processes work. The people who are assigned to committees should be taking information back to their Departments/Divisions and sharing outcomes in an effective way. Additionally, our college (and others) is changing as we are moving to offering more online courses and some instructors are teaching only online. Additionally, we have a large number of adjunct faculty who may not feel as connected with the campus as full time faculty and staff.

An IPC member did mention that all minutes are available for all Participatory Governance Committees as well as the Board which does help with transparency. It is understandable that reading through the minutes takes time, and not everyone has time read through the minutes. President Moore suggested adding a question on the next climate survey asking “how often have you been on the Cañada College website to look at committee minutes?”

The total number of recipients versus the total number of respondents of the survey was discussed. It was estimated that approximately 15% of those who received the survey actually completed it. The survey was sent out in December, which is a busy month for many and it was suggested that the survey be sent out earlier in the future (October).

President Moore mentioned her appreciation of the feedback she received and thanked the IPC Committee for their input.

B. ACES Resolution on Equity – This agenda item was tabled to the April 20th meeting.

C. Program Review

Co-Chairs James Carranza and Katie Schertle followed last year’s process assigning members and participants into small groups to evaluate the Instructional Program Review applications. Not all reviews were completed and this work will be continued at the next IPC meeting.

4) Adjournment

Meeting adjourned at 12:00pm