



**INSTRUCTIONAL PLANNING COUNCIL
MEETING MINUTES OF**

**Friday, February 1, 2019
9:30 am – 11:30 pm, Building 2, Room 10**

Members Present: Matt Lee, Susan Mahoney, Katie Perkins, Sherilyn Kuo, Sandra Mendez, James Carranza, Tammy Robinson, Htet Htet Win Pyone Ei

Members Absent: Rebekah Taveau, Katie Schertle, Jessica Kaven, Joan Murphy, Nick DeMello, Karen Engel, Valerie Estrada

Guests: Graziano Mendoza, Leonor Cabrera, Jamillah Moore, Diva Ward, Allison Hughes, Maureen Wiley, Yolanda Valenzuela

1) Adoption of Agenda

Motion – Susan Mahoney motions to include Guided Pathways as the first point of business. Motion to approve the agenda with addendum by Sherilyn Kuo, seconded by Matt Lee.

Discussion – none

Abstentions – none

Approval – Unanimously approved.

2) Approval of Minutes – *October 5, 2018 and November 2, 2018 and December 7, 2018*

Motion – Sandra Mendez motions to approve minutes, seconded by Matt Lee.

Discussion – James Carranza and Tammy Robinson discussed the change in timeline based on the Camp Fires. In previous meetings, quorum was not reached in order to appropriately vote on necessary approvals. These approvals would take place this meeting.

Abstentions – none

Approval – Unanimously approved

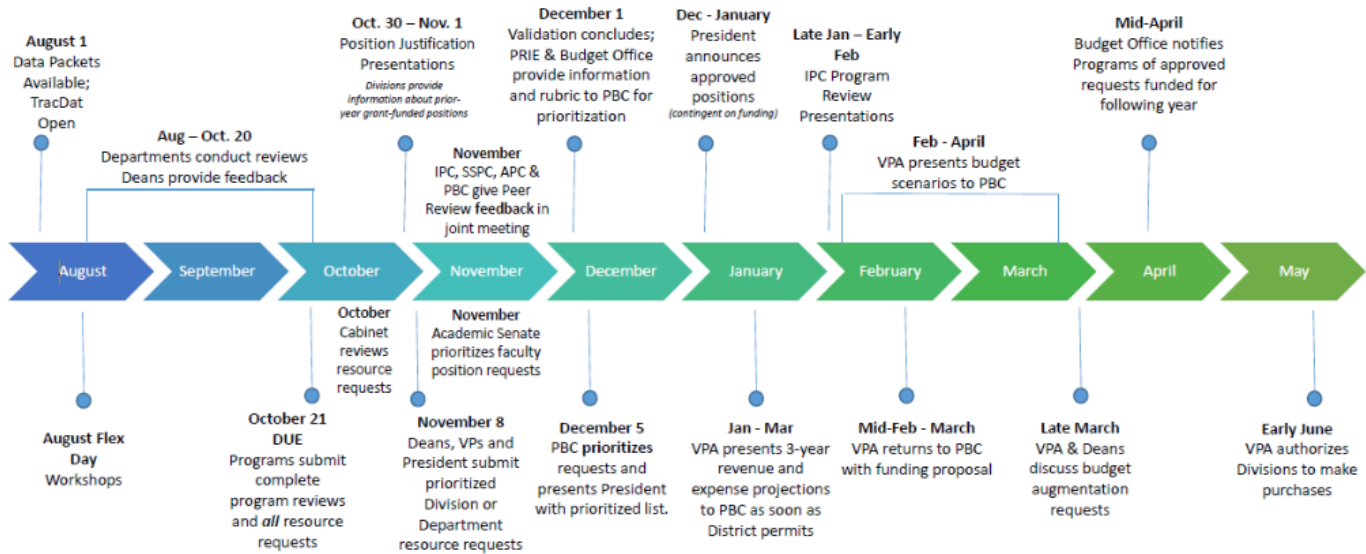
3) Business

A. Recap of Program Review Process

- i. James Carranza and Tammy Robinson led discussion of inclusion of work plan and provided an outline of goals and structure necessary to move forward in the reassigned time process. A draft template of work plan was discussed. The purpose of the workplan is to continue growth and explanation of requested time and positions and track progress. Key goals should be outlined including deliverables so that all are clear on the process moving forward. This will allow for past coordinators to understand what has historically been done with the position.
- ii. Allison Hughes discussed changes in timeline to program review. We are still in the process of finishing up current program review cycle. Additions to the timeline include Cabinet to review requests and Deans/VPs/President to prioritize itemization.



Program Review Timeline (for 2019 and beyond)



- iii. Paradise Fires rescheduled meeting will take place next Friday, February 8. James Carranza clarified that this particular timeline is to take effect this year due to the circumstances, but moving forward, the previous timeline will resume. Updated timeline will be sent out to those looking to understand changes that should take place as a result of the fires. Discussion of update occurred. No Questions. PBC will receive update. Survey will be sent out to receive feedback regarding program review processes. Program Review presentations changes are suggested to take place late January early February. Dr. Robinson posed discussion to the committee regarding keeping or changing the current program presentation format.
- iv. Dr. Robinson compared process to what took place at Skyline. Discussion of process regarding program review, and presentations takes place. Katie Perkins shared that administrators were not significantly present at the previous round of presentations, and presenters felt that the process was not validating. Recommendation includes inviting campus community, both internal and external in order to formalize the process and inform the campus of what is happening. Dr. Robinson shared that the committee needs enough time to prepare for the suggested changes to host the presentations on March 15. VPI and Allison will work with departments to invite people to the event and to highlight the necessary programs in conjunction with marketing department.

B. Guided Pathways

- i. Maureen Wiley speaks on behalf of Guided Pathways. She was asked to speak about compensation structure for faculty leads receiving reassigned time for their work on Meta Majors. We are currently in the first year of a five year process, also known as the inquiry year. Along with Denise Erickson, Maureen has stated that the goal is to saturate the campus with the “why” of Guided Pathways-what it is and why are we doing it. Maureen has been presenting on ‘Jam Jars’ and has been holding regular meetings discussing the needs for program to succeed where a timeline of what should be accomplished this year has been established. She is stressing recruiting faculty, obtaining campus wide buy in of the importance of redesigning the college and how students earn their degrees while navigating

their interests. The January Flex Day, Career Ladders partnership facilitated a learning opportunity where faculty attempted to navigate the course schedule from the student perspective. Currently, working on preparing for a session on February 13 from 1-3pm, which is a conversation with colleagues to discuss design principles around implementation of guided pathways. Presentations from the Chancellor's Office will take place regarding design principles at other colleges. Design principle implementation will be discussed, including references from Skyline college, a sister college. Learning of other school models through research and reading literature has been helpful. Maureen is working with PRIE to analyze data to inform decision making regarding student goals. Faculty leads are acting as main points of contact should members of the campus community have questions or require assistance.

- ii. Allison Hughes asks about classified assisting in the process. Maureen Wiley welcomes all classified staff members to be a part of the process and agrees that more engagement would be positive for the committee. She stresses that all are welcome to be involved.

C. Writing Center

- i. Yolanda Valenzuela speaks on this item. She is in attendance to present three applications for reassigned time from the English Department. The three applications include writing coordinator position, additional 3 unit embedded project tutor coordinator, and English Department Coordinator.
- ii. Dr. Robinson provides context: Students need more support in order to complete transfer level English and Math. AB 705. Students have support for Math, not for English. English has been granted the ability to present to the committee at this time in order to move forward to meet student needs as opposed to waiting for the next cycle. This decision was made based on data input and is not intended to serve as a disrespect for the process.
- iii. Yolanda shares the English Department vision, focusing on supporting English 105 students, a 5 unit class equivalent to English 100. Currently, English 100 is a 3 unit course. Based on data from PRIE, success rate is currently in a decline, and what is alarming is student persistency rate is very low for those who do not pass English 100. We want to prevent students from failing 100. 105 will allow more scaffolding for student preparation, serving both English 847 and English 100 students who feel the pace of 100 is too fast. Faculty will begin to develop curriculum for 105 to ensure consistency and to train faculty. More coordination time is requested. Tutors are also being requested. Faculty will need time to train graduate level tutors, and have them work outside the classroom in the Learning Center. Pretransfer students tend to not use the resources as much as ESL students. The department is recommending these positions to supplement instruction based on student need: embedded tutors, peer tutors, and faculty drop in tutors. Yolanda hopes to bring up success rates and retention rates for students and hopes to see the Writing Center grow in the coming semesters.
- iv. Sherilyn Kuo asks how students will know which class to sign up for, 100 or 105. Yolanda explains that the English department will provide a description to counselors in order to best advise counselors. 105 will be broken down more slowly. Students in 105 will have less of a background in reading and writing. 105 will offer additional support that is not built in to 100.

D. Learning Center Updates: Recap of AB705

- i. In David Reed's absence, Dr. Robinson will provide updates. We had a very productive writing center discussion on Wednesday of this week with English and ESL faculty,

instructional Deans, and VPI Robinson regarding our plans for a dedicated Writing Center to support student tutoring needs. At the meeting we discussed the operational needs of setting up the center, including hiring professional tutors, the role of the faculty coordinator, and faculty tutoring plans. From this meeting we have formed a Learning Assistance Work Group which includes:

ASLT Dean/David Reed
Writing Ctr Coordinator/Yolanda Valenzuela
English Faculty/Doniella Maher
English Faculty/Maureen Wiley
Student Success Director/Diva Ward

This group will be meeting regularly to plan and coordinate the formation of the Writing Center and ensure that professional development is available for all who will be involved in the project. In addition to an English 105 Community of Practice that will be supported by CIETL, we are also promoting attendance at conferences such as the ACTLA annual conference and 3CSN Learning Assistance Partnership meetings that are focused on the discipline of learning assistance and related best practices.

E. Reassignments Under 3 Units/Inclusion of Work Plans

- i. This item was tabled from a previous meeting as quorum was not reached. James Carranza provided a recap of what was discussed at the previous meeting, as well as new additions to the process that were discussed in recent weeks. From the previous meeting, the group discussed the process for including faculty who are serving in current coordination reassignments. It would include resubmitting the application with the addition of a workplan, which would align with the recommendation that all new reassignments include work plans with their applications.

Motion – Motion to approve by Sandra Mendez, seconded by Matt Lee

Discussion – none

Abstentions – none

Approval – Unanimously approved.

F. Work Plan in Reassignment Applications

- i. This item was tabled from a previous meeting as quorum was not reached. James Carranza provided a recap of what was discussed at the previous meeting, as well as new additions to the process that were discussed in recent weeks. From the previous meeting, Recommendation is for workplans to be included in the application process for approved coordination reassignments. The group discussed how workplans can help coordinators assess needs of a particular area, develop and reach outcomes, maintain consistency year-to-year and in transition to new coordinators, and manage workload. IPC would provide a template, which should be practical, simple, and helpful. Inclusion of potential outcomes is also advised to be included in the application submitted by divisions/departments.

Motion – Motion to approve by Sandra Mendez, seconded by Matt Lee

Discussion – none

Abstentions – none

Approval – Unanimously approved.

G. Reassigned Time Application Review

- i. This item was tabled from a previous meeting as quorum was not reached. This item was tabled from a previous meeting as quorum was not reached. James Carranza provided a recap of what was discussed at the previous meeting, as well as new additions to the process that were discussed in recent weeks. From the previous meeting. The committee reviewed

approved reassignment applications, noting the recommendation that need to be made to the applicants who submitted the Anatomy Faculty Researcher request. The recommendation is that they begin with conversations with PRIE about assistance in clarifying their proposed research project.

Motion – Motion to approve by Sandra Mendez, seconded by Matt Lee

Discussion – none

Abstentions – none

Approval – Unanimously approved.

H. Reschedule Program Feedback and Review: Feb 8

- i. February 8 meeting is proposed: 9am-12pm. Curriculum Meeting for February 8 is cancelled, and the committee is hoping to take advantage of this time to hold a special meeting for feedback and review. Allison will provide a tutorial for the process of program review. Revisions of program review process will take place. A suggestion is proposed that a joint meeting for feedback would take place where individuals from various areas on campus would be invited, creating cross functional teams to review application providing insight that reflects the campus in its entirety. Approximately 22 programs will be reviewed this cycle.

Motion – Motion to approve by Sandra Mendez, seconded by Matt Lee

Discussion – none

Abstentions – none

Approval – Unanimously approved.

I. Building Captains

- i. Dr. Robinson speaks on this item. She wants to stress the importance of ensuring information is up to date, designating someone in every building. A captain on every floor should be established for safety reasons. This item is crucial in the state of emergency. Training will likely take place for building captains. More discussion is to take place surrounding emergency preparedness. Matt Lee suggests that building captains will be included within the Safety Committee.

J. Additional Information

- i. James Carranza makes a formal motion to move the presentations to March 15 in lieu of having missed them. Katie Perkins seconds the motion.

Discussion – none

Abstentions – none

Approval – Unanimously approved.

K. Good of the Order

4) Adjournment

Meeting adjourned at 10:42 a.m.