



**INSTRUCTIONAL PLANNING  
COUNCIL: Instructional Program  
Review Feedback Meeting**

**MEETING MINUTES OF  
November 18, 2022  
8:30am – 12:30pm, Zoom**

**Members Present:** Jessica Kaven, Chris Burns, Chialin Hsieh, Candice Nance, Susan Mahoney, Sarah Cortez, Alison Field, Jose Manzo, Alex Claxton, Lisa Palmer, Karen Engel, Jill Sumstad

**Members Absent:** Allison Hughes, James Carranza, Natalie Melgar, Erik Gaspar, Chloe Knott

**Guests:** Ronda Chaney, Ameer Thompson, Richard Schulke, Michael Stanford, Mary Hale, Althea Kippes, Gampi Shankar, Max Hartman, Leonor Cabrera, Janice Weeks, Gerardo Pacheco, Jessica Marshall, Lezlee Inman, Levalasi Loi-On, Rebekah Sidman-Taveau, Chris Rico, David Eck

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**1) Adoption and Approval of Agenda**

**Motion** – To adopt agenda: M/S: Lisa Palmer, Chris Burns

**Discussion** – none

**Abstentions** – none

**Approval** – approved unanimously

**2) Meeting Minutes**

- November 4, 2022 and November 18, 2022 meeting minutes will be approved upon resuming typical IPC meeting format on 12/2/2022.

**3) Strategic Enrollment Management Plan Update**

Chialin Hsieh presented on behalf of this item. She shared that the Strategic Enrollment Management Plan will expire in 2023, so PBC, PRIE and the President's Office have asked the VPs for their feedback on updating the plan. The goals outlined in the current plan are ongoing and the group is in the process of establishing next steps.

Chialin shared the following with the group and asked for feedback to be sent to her via email:

## Planning Team Roles and Responsibilities

### Strategic Enrollment Management Operational Plan Work Group:

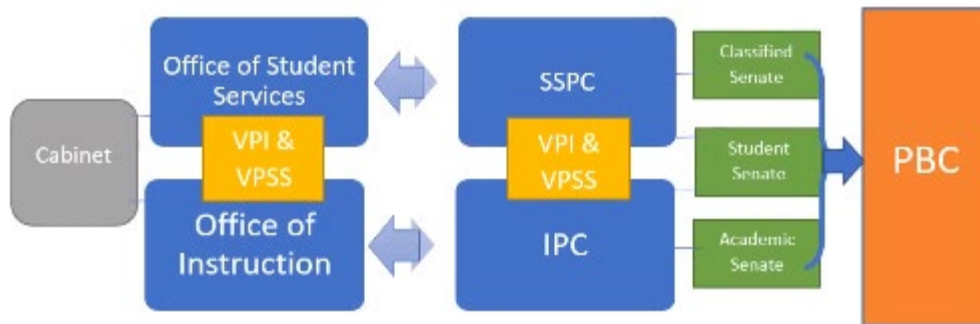
**Responsibility:** draft the new Plan based on the [Educational Master Plan](#) and [Strategic Enrollment Management Plan](#), using the [PBC approved plan template](#). Solicit and incorporate feedback from college participatory governance groups. The Work Group reports planning progress to PBC.

**Work Group Membership:** (Deans and VPs)

- a. Co-Chairs: Chialin Hsieh, Interim VPI and Manuel Perez, VPSS
- b. Instructional Deans: James Carranza, Ameer Thompson, Hyla Lacefield, Matt Lee, and David Reed
- c. Student Services Deans: Max Hartman and Wissem Bennani
- d. PRIE Dean: Karen Engle

### Planning Timeline (2022-23)

- a. November:
  - i. Work Group review the planning process (11/14)
  - ii. VPI and VPSS inform IPC (11/18) and SSPC (11/18 or 11/21) on the planning process
  - iii. Work Group reviews progress on Strategic Enrollment Plan (SEM) 2020-2023 (11/28).
  - iv. Work Group reviews the alignment between EMP 2022-2027 and SEM 2020-2023 (11/28) (Karen provides the alignment?)
- b. December:
  - i. Work Group shares the process and timeline to PBC (12/7)
  - ii. PRIE assists in updating outcomes of the matrix outlined in SEM 2020-2023.
- c. January:
  - i. Work Group work on the development of the operational plan.
- d. February:
  - i. Work Group shares 1<sup>st</sup> draft Strategic Enrollment Management Operational Plan Objectives, Actions, Responsible Parties and Timelines to IPC, SSPC, and PBC
  - ii. Work Group shares 2<sup>nd</sup> draft with participatory governance groups and incorporates and/or addresses feedback
- e. March:
  - i. Work Group shares 3<sup>rd</sup> draft with participatory governance groups and incorporates and/or addresses feedback
- f. April:
  - i. Senates/IPC/SSPC/PBC—1<sup>st</sup> and 2<sup>nd</sup> read (final approval)



#### 4) Review of Comprehensive Program Reviews

Jessica Kaven outlined the review process for the group:

# Instructional Program Review

IPC: November 18, 2022  
8:30am-12:30pm

## Agenda Item D: Comprehensive Program Review Session

- Establish groups
- Rubric Instructions
- Breakout rooms in small groups (3-4 people)
- Each group will provide feedback on ~3 programs
- Debrief as a group (if time permits)
- End meeting

## Review Groups

### Group 1

- [Paralegal](#)
- [Political Science](#)
- [Career Courses](#)
  - NAMES OF REVIEWERS

### Group 2

- [Computer Business Office Technology](#)
- [Economics](#)
- [Ethnic Studies](#)
  - NAME OF REVIEWERS

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### Group 3

- [Anthropology](#)
- [Sociology](#)
- [Philosophy](#)
  - NAME OF REVIEWERS
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### Group 4

- [Accounting & Business](#)
- [Psychology](#)

### Group 5

- [History](#)
- [Communication Studies](#)
  - NAME OF REVIEWERS

### Group 6

## Rubric Instructions

- Fill out the [IPC Rubric](#) for each of the programs assigned to your group.
  - You can find each program's documents on the [Program Review website](#) by clicking on [Instructional Programs](#) on the left and then the name of the program.
- In your group, designate one person to fill out the rubric.
  - **Be sure to download the rubric and save it your computer before beginning to fill it in.** Then save your completed rubric to your computer when you're finished before sending it.
  - The person filling in the rubric may want to share their screen in the breakout room, so the group can see it.
- Please email each completed rubric to Karen Engel at [engelk@smccd.edu](mailto:engelk@smccd.edu) and Jessica Kaven at [kavenj@smccd.edu](mailto:kavenj@smccd.edu).
  - **Be sure to include the name of the program the rubric applies to in the file name.**

Jessica walked the group through the rubric and how to use the document. Karen and Jessica then assigned attendees to the various groups.

- **In small groups, all attendees provided feedback on the program reviews using the [IPC rubric](#).**

- **The following programs were reviewed:**

Anthropology

Career Courses

Communication Studies

Economics

Ethnic Studies

History

Philosophy

Political Science

Psychology

Sociology

Accounting & Business

Computer Business Office Technology

Paralegal

#### 5) Important Dates:

- Reassigned Time (New, Renewals, & Revisions)
  - ~~November 11: Online applications due for all new, renewal and revised positions~~
  - **November 18:** Dean/VP review, provide recommendations, sign and submit applications to Office of Instruction
  - **December 2:** During IPC meeting, IPC will review and vote on their recommendation for each position. Feedback will be shared with the VPI.

#### 6) Adjournment

**Motion** – To adjourn the meeting: M/S: Jessica Kaven, Chialin Hsieh

**Discussion** – none

**Abstentions** – none

**Approval** – approved unanimously

a) Meeting adjourned at 12:30 pm.