



**INSTRUCTIONAL PLANNING  
COUNCIL**

**MEETING MINUTES OF  
December 2, 2022  
9:30-11:30am, Zoom**

**Members Present:** Jessica Kaven, Chris Burns, Candice Nance, Chloe Knott, Sarah Cortez, Alison Field, Erik Gaspar, Alex Claxton, Lisa Palmer, Jill Sumstad, Natalie Melgar, James Carranza

**Members Absent:** Chialin Hsieh, Allison Hughes, Susan Mahoney, Karen Engel, Jose Manzo

**Guests:** Ameer Thompson, Hyla Lacefield, David Eck, Lezlee Ware, Althea Kippes, Gerardo Pacheco, Janice Weeks, Mary Ho, Elsa Torres, David Reed, Richard Schulke, Leonor Cabrera, Gampi Shankar

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**1) Adoption and Approval of Agenda**

**Motion** – To adopt agenda: M/S: Lisa Palmer, Erik Gaspar

**Discussion** – none

**Abstentions** – none

**Approval** – approved unanimously

**2) Meeting Minutes**

**Motion** – To approve meeting minutes of November 4, 2022: M/S:  
Lisa Palmer, Chris Burns

**Discussion** – none

**Abstentions** – none

**Approval** – approved unanimously

**Motion** – To approve meeting minutes of November 18, 2022: M/S:  
Lisa Palmer, Alison Field

**Discussion** – none

**Abstentions** – none

**Approval** – approved unanimously

### 3) Review Reassigned Time Applications

Jessica Kaven outlined the process that will occur at today's meeting, where the committee will review submitted reassigned time applications: renewals, revisions, and new applications. Jessica reminded the group that IPC members were sent a document prior to the meeting where their feedback and responses were captured regarding their opinions on reassigned time applications. Jessica will project a summary of this data, and the group will have the opportunity to discuss each position. Visiting guests will also have the opportunity to comment on applications. Ultimately, IPC will recommend whether to support each position, and their recommendation which will be sent to the VPI for consideration and ultimate decision making.

Candice Nance asked if there is feedback regarding the budget or what may be funded in terms of hours or units. Hyla Lacefield added that historically, this has been based upon college need, keeping in mind that each reassigned time approval for faculty is on the wrong side of the 50% law and takes an instructor out of the classroom. Candice asked if the group was responsible for prioritizing positions, and Jessica clarified that the group's role is only to offer their recommendation to support or not.

#### **CTE Liaison—Renewal Request**

Candice shared that CTE Liaison positions are common throughout the California Community College system, and this is something that is traditionally seen at a campus and it has been unique that our campus has not supported it for a length of time. Recently, the position has been filled, and Candice shared that she feels the position is warranted to support bringing what comes from the state to the faculty and it is something that has been adamantly supported. Alex Claxton added that it was unclear to him how this position is different from those who already exist, for example, Director of Workforce Development. Hyla added that this is very specifically a faculty position that represents faculty. Hyla added that the Academic Senate of California came together and decided that having administrators and directors make decisions without faculty input was not in keeping with 10+1 and faculty purview and this position is the faculty component. Hyla added that she personally pushed for this as it is crucial to have a faculty voice in this realm. David Eck shared that this is a very important position.

**Motion** – To recommend support of the position of CTE Liaison: M/S:  
Lisa Palmer, Candice Nance

**Discussion** – none

**Abstentions** – none

**Approval** – approved unanimously

#### **Education and Human Development Coordinator—Renewal Request**

Alex Claxton shared that D1 duties cannot be part of reassigned time, and felt this application did not differentiate from this, and stated that he felt it should not be passed as written. Hyla shed light on how the curriculum process for this department is far above and

beyond the typical duties related to curriculum, notably that there are specific requirements that have to be satisfied in order for the state to recognize degrees that are consistent with expectations in the field. Hyla added that the level of effort and coordination with external parties is significantly higher and results in increased workload for faculty, and this is work that must be done by faculty. James Carranza asked if there was a happy medium where the group could ask for the application to be revised. Jessica added that today's meeting is focusing on if the group would like to recommend support for the position, and moving forward there is an opportunity to look at the duties and have a clear plan of what the position will entail. Jill Sumstad asked if the position could be recommended with suggested revisions. Erik Gaspar and James suggested that recommending the position but making note of the challenges related to D1 Duty redundancy be the appropriate route forward, and the Vice President will be made aware of this when ultimately making the final decision.

**Motion** – To recommend support of the position of Education and Human Development Coordinator: M/S: Lisa Palmer, Candice Nance

**Discussion** – none

**Abstentions** – none

**Approval** – approved with a majority of yes votes and one no vote

#### **CBOT Coordinator—Renewal Request**

Alex Claxton asked if adjunct faculty can receive reassigned time. Hyla added that this is technically not reassigned time, but rather hourly compensation, and that historically, Perkins has been paying for this, and Perkins is meant to innovate, not meant to cover what the college should ultimately be paying for. Hyla stressed that this work needs to be done, and it must be done by a faculty and there are no full time faculty available. Therefore, part time faculty will be paid by timesheet for non-teaching duties and non-instructional assignments must all come through the same process to ensure transparency, hence why this position is being requested. Candice Nance added that this role must be completed by faculty who have experience in this discipline. She provided historical information on the CBOT discipline and how reassigned time has allowed it to be revived as part of campus offerings. Alison Field shared that she had some hesitancy in supporting this as there were few courses being offered in this discipline and asked if there was a minimum number of courses that should be offered that may consider this position to be worthwhile. Candice added that it would be helpful in applications in the future to incorporate impact in terms of students or courses served. Alex suggested that programs with no full time faculty be a future discussion item on a meeting agenda, to further discuss how to navigate reassigned time and D1 challenges.

**Motion** – To recommend support of the position of CBOT Coordinator: M/S: Candice Nance, Alex Claxton

**Discussion** – none

**Abstentions** – none

**Approval** – approved unanimously

### **Faculty Teaching and Learning Coordinator—Renewal Request**

Alex Claxton asked what will happen to this reassigned time opportunity if the President approves the requested Professional Development Faculty Coordinator as a full time position. Lezlee Ware shared that she and Jessica, if they continue to serve in this role, will complete a handoff to the new person, and this will be part of their full time responsibility. Potentially there may be a semester of overlap to get the full time person up to speed. Lezlee added that .4 is being requested as they are creating something from the ground up that did not exist and this takes significant time. Jessica added that an assessment of all the workshops this position has helped facilitate since August is over fifty, which is a heavy lift.

**Motion** – To recommend support of the position of Faculty Teaching and Learning Coordinator: M/S: Candice Nance, Alex Claxton

**Discussion** – none

**Abstentions** – one

**Approval** – approved

### **Instructional Assessment Coordinator—Renewal Request**

Jessica Kaven shared that the facilitation of this must be completed by a faculty member as opposed to staff. Regarding the reassigned time, this used to be .2 and it was recommended through the accreditation process that this be increased to .4. This position was requested for four years to carry through the next accreditation cycle.

**Motion** – To recommend support of the position of Instructional Assessment Coordinator: M/S: Lisa Palmer, Alison Field

**Discussion** – none

**Abstentions** – none

**Approval** – approved unanimously

### **Community of Learning Through Sports (COLTS) Coordinator—Renewal Request**

Alex noted that there have been new resources offered to KAD recently, and asked how this position will interact with those. Erik Gaspar added that the end goal is for much of this to be institutionalized, but at the time it is not. Alex asked if there is a process in place for terminating reassigned time early. Jessica added that a transition plan is often discussed ahead of time. Lezlee agreed that the process of transition plan should be noted somewhere in the application, so there are no surprises. Candice agreed that this would assist with further transparency.

**Motion** – To recommend support of the position of Community of Learning Through Sports (COLTS) Coordinator: M/S: Alex Claxton, Sarah Cortez

**Discussion** – none

**Abstentions** – none

**Approval** – approved unanimously

### **ESL Coordinator—Renewal Request**

Alex Claxton noted that he feels the release time amount is significant. Candice noted that it does seem significant also, and asked the committee to keep in mind departmental release time in terms of approving amounts in an equitable way. James noted that this has been an ongoing reassignment, faculty work with the community and adult schools, coordinating curriculum and the appropriateness of course offerings. James added that our ESL program is unique as most programs do not work with adult schools in the same way we do, usually about 2 levels lower than what community colleges typically do, which requires more time and resources dedicated to this area.

**Motion** – To recommend support of the position of ESL Coordinator:  
M/S: Sarah Cortez, Chris Burns

**Discussion** – none

**Abstentions** – two

**Approval** -- approved with a majority of yes votes and one no vote

### **Interior Design Program Coordinator—Renewal Request**

Alex Claxton noted how many D1 duties seem to be present in this application. Candice Nance noted that D1 duties include the participation in advisory board meetings, not the running of coordination and all other administrative duties including multimodal instruction. Hyla Lacefield added that Interior Design has seen growth in enrollment over COVID, and this has been a large lift due to the effort that has been contributed in excess of D1 duties. Hyla noted that she will be holding a workshop in anticipation of the next cycle to ensure applications are completed accurately to reflect the duties faculty members will be completing. Erik agreed that this would be helpful to communicate appropriate expectations.

**Motion** – To recommend support of the position of Interior Design Program Coordinator: M/S: Lisa Palmer, Erik Gaspar

**Discussion** – none

**Abstentions** – none

**Approval** -- approved unanimously

### **Paralegal Program Coordinator—Renewal Request**

Althea Kippes noted that this program does not have a full time faculty member and only recently has had a coordinator. This program has been on campus for many years but transitioned to a fully online program in 2019. In order to build the program enrollment, there are a number of duties that would not get completed without this coordination time. Althea noted that the program students are seeing great success in the industry, and college support is crucial in ensuring the continued success of the program. Candice and Hyla both

agreed. Candice noted that this is an extremely specialized area of focus and requires a specialized faculty member.

**Motion** – To recommend support of the position of Paralegal Program Coordinator: M/S: Candice Nance, Lisa Palmer

**Discussion** – none

**Abstentions** – none

**Approval** -- approved unanimously

### **Faculty Equity Coordinator—Renewal Request**

Jessica Kaven noted that this position used to be the ACES Coordinator. It is crucial that a faculty member fill this role to stress the academic component of equity and instruction. Alison Field noted that the work over time has changed and become much larger. It is crucial that faculty voice and presence be included and central to this process.

**Motion** – To recommend support of the position of Faculty Equity Coordinator (renewal): M/S: Lisa Palmer, Candice Nance

**Discussion** – none

**Abstentions** – none

**Approval** -- approved unanimously

### **Medical Assistant Program Coordinator—Renewal Request**

Hyla added that this is a required position that has a large amount of external coordination related to recruitment and the placing of students. Hyla shared that her recommendation is to keep this role in alignment with the other coordinator positions and recommends this move forward at .2 for two years.

**Motion** – To recommend support of the position Medical Assistant Program Coordinator: M/S: Lisa Palmer, Alex Claxton

**Discussion** – none

**Abstentions** – none

**Approval** -- approved unanimously

### **Flex Day Coordinator—Revision Request**

David Reed noted that the requested increase is to account for the planning process and the need to have collaboration amongst the various positions that are supporting PD related activities to ensure alignment. Additionally, David noted that there is movement toward a three year plan process. Alex asked if there was a transition plan for this release time request pending the hiring of a full time position. David confirmed that there would be a transition plan pending the hiring. Alison Field noted that she is struggling with the overall parity in terms of positions, and finds it challenging to support this level of release time. David added that the workload has increased, that there is more district-wide collaboration

(6 events a year), plus co-chairing the Professional Development Planning Committee, coordinating with other coordination roles on campus including obtaining and implementing feedback. David added that a faculty role should be present to facilitate the work that is coordinated by the Professional Development Planning Committee. Alex asked if this is an entirely new position or if this is an evolution of the Faculty Professional Development Coordinator position. David added that this position is not a continuation, but rather the goal was to differentiate from the Faculty Learning Coordinator and to ensure the duties were specific to this particular role—focusing on FLEX Day and the professional development plan for the college and district.

**Motion** – To recommend support of the position of Flex Day

Coordinator: M/S: Alex Claxton, Lisa Palmer

**Discussion** – none

**Abstentions** – three

**Approval** – Position not recommended, with 6 “no” votes.

### **Faculty Equity Coordinator—Revision Request**

Alison noted that the purpose of this revision request is to essentially put in place the renewal with the additional time as of this spring as opposed to waiting until the fall.

**Motion** – To recommend support of the Faculty Equity Coordinator (revision for spring semester): M/S: Lisa Palmer, Alex Claxton

**Discussion** – none

**Abstentions** – none

**Approval** -- approved unanimously

### **IPC Faculty Co-Chair—New Request**

Jill Sumstad asked for clarification regarding if this position historically ever received compensation. Jessica confirmed that it did not. Jessica added that currently, IPC votes on a new chair each year, so it will be up for discussion within the committee to align the co-chair role with the reassigned time approval cycle. Lezlee Ware added that historically, there were things that were under the responsibility of Academic Senate that were moved to IPC, so she agrees that release time for this role would be wise. Alex asked if the committee bylaws could be changed so that the faculty co-chair is the VP of Academic Senate or another role. David Eck did not recommend this at the time, while Lezlee Ware felt it would be appropriate in the future, especially as Academic Senate members now receive release time.

**Motion** – To recommend support of the IPC Faculty Co-Chair: M/S: Lisa Palmer, Erik Gaspar

**Discussion** – none

**Abstentions** – none

**Approval** -- approved unanimously

### **Supplemental Education & Human Development Coordination: CDC Taskforce/Apprenticeship Pipeline—New Request**

Hyla added that these positions are grant funded and would not impact Fund 1 allocation, but it was brought to IPC in the name of transparency. Because many of the duties are already underway, this position is being requested to begin this spring as opposed to next fall. Hyla added that we have been tasked with exploring the possibility of a campus child development center, in addition to the ECE apprenticeship which is above the typical coordination role. Hyla stressed that implementation of these programs is intended to begin fall 2023, therefore, the groundwork must begin being prepared in the spring.

**Motion** – To recommend support of the Supplemental Education & Human Development Coordination: CDC Taskforce/Apprenticeship Pipeline position: M/S: Lisa Palmer, James Carranza

**Discussion** – none

**Abstentions** – two

**Approval** -- approved

### **Menlo Studio Faculty Advisor/Mentor—New Request**

Hyla added that this is also a grant funded position where the request is to begin offering reassigned time next semester. Hyla shared that she was not aware a recently hired full time faculty member could not also continue working as a Professional Expert, and that this role had to shift to reassigned time instead. This is the reason why the request is to begin out of cycle, as the work is currently underway. Hyla added that our campus is one of the only colleges that is engaging in apprenticeship that is not going through a third party for mentorship.

**Motion** – To recommend support of the Menlo Studio Faculty Advisor/Mentor position: M/S: Lisa Palmer, Alex Claxton

**Discussion** – none

**Abstentions** – one

**Approval** -- approved

### **Dual Enrollment Faculty Coordinator + HIST Implementation Pilot—New Request**

Alex Claxton asked for clarity regarding how this differs from the work being done with Dual Enrollment arm of our campus. James Carranza added that right now there is no faculty direct engagement and one of the challenges and problems has been that we have not been structuring the dual enrollment experience for faculty. This position works toward creating practices around how we can support faculty transitioning to work with high school students and in different sites. Lisa Palmer shared that the application stressed research and implementation, and asked if the research should be done first to better understand how to implement. James added that this sets up a model for how to support faculty who are new to



dual enrollment. David Eck provided additional examples for clarity. Candice Nance noted that she supports the faculty release time generally regarding dual enrollment, but does not support specifically highlighting History as this is an equity issue that arises with other programs that did not receive compensation when being piloted.

**Motion** – To recommend support of the Dual Enrollment Faculty Coordinator + HIST Implementation Pilot position: M/S: Lisa Palmer, Alison Field

**Discussion** – none

**Abstentions** – three

**Approval** – approved with a majority of yes votes and one no vote

#### **4) Provide Feedback on Instructional Program Review Process**

Jessica provided a link to a feedback form and encouraged members to add their feedback and responses to the document. This item will be discussed further at a future meeting in the interest of time.

#### **5) Adjournment**

**Motion** – To adjourn the meeting: M/S: Lisa Palmer, Alex Claxton

**Discussion** – none

**Abstentions** – none

**Approval** – approved unanimously

a) Meeting adjourned at 12:36 pm.