



## Institutional Program Plan and Review Committee Minutes

Wednesday, March 13, 2019 | 3:00 pm-4:30 pm | 3409/N3213

### Committee Description:

The Institutional Program Plan and Review Committee is a campus-wide committee with responsibility for developing, assessing, improving, and providing technical assistance for the institutional program plan and review template and process. The committee will function as cluster teams to:

- Collect feedback from IPPR users college-wide for annual assessment and updating of the IPPR form and process.
- Provide technical assistance and guidance to college constituents when completing the IPPR form and process. The committee will function as a full committee to:
  - Draft proposals for refinement of the linkage between the IPPR and the budget allocation process for the Planning and Budget Committee.
  - Draft proposals for further integration of college planning documents and the IPPR for College Council and/or Planning and Budget Committee.
  - Draft recommendations and solicit feedback for changes to the IPPR form in consultation with the cluster administrators, Planning and Budget Committee, College Council, Academic Senate, CCCUE Executive Board and CCFT Executive Board.
  - Consult with the SLOA Coordinator and SLOA Committee, changes related to the integration of student learning outcomes and SLO assessment with Program Review and the IPPR document and process.
  - Recommend proposed changes of the IPPR to Academic Senate for approval.

### Committee members:

Maria Escobedo, Co-Chair, Dean, North County Campus and South County Center

Susan Iredale Kline, Faculty

Neil Higgins, Faculty

Karen Wilson, Faculty

Eva Brown, Academic Affairs

Briana Whitmore, President's Cluster

Chris Green, Administrative Services

Ryan Cartnal, Dean, IS, Library and Instructional Technology (Non-Voting)

Deborah Wulff, Vice President, Academic Affairs (Non-Voting)

Dan Troy, Vice President, Administrative Services (Non-Voting)

Committee Initiatives:

ACCJC Standard(s)	In Progress	Complete	Timeline	Initiatives
IB IVA	X			The Institutional Program Plan and Review (IPPR) Committee will research, select, and implement a software solution for IPPR process.
IB IVA	X			Collaborate with Institutional Research to ensure that any program standards established are informed by and consistent with other measures used in the IPPR process.
IB IVA	X			Determine training needs and provide IPPR training that includes support for data analysis across campus including technical assistance and guidance to college constituents completing the IPPR documents. Ensuring understanding of how it relates to integrated planning.
IB IVA	X			The IPPR Committee will make a recommendation to form a taskforce/process for peer reviews for CPPR processes.

ACTION ITEMS	NOTES	FUTURE ACTION
<b>1. Approval of agenda</b>	<ul style="list-style-type: none"> <li>• Two items were added to the agenda:               <ul style="list-style-type: none"> <li>– Update on Proposed Committee Description</li> <li>– Review Proposed Changes to Instructional CPPR Document</li> </ul> </li> <li>• The remaining agenda items were approved as written.</li> </ul>	
<b>2. Approval of minutes</b>	The minutes from the February 13, 2019 IPPR Committee Meeting were approved as written.	
<b>3. Review ILOs</b>	<ul style="list-style-type: none"> <li>• Dr. Deb Wulff requested the IPPR Committee review the Institutional Learning Outcomes.</li> <li>• Co-Chair Susan Iredale Kline and Neil Higgins provided a summary of the ILO Assessment Report and the SLOA Committee history.</li> <li>• The IPPR Committee discussed the ILOs and are making the following recommendations to future Assessment Reports:               <ol style="list-style-type: none"> <li>1. Eliminate the Student Survey</li> <li>2. Use eLumen data only for the ILO Assessment Report instead of the Student Survey</li> <li>3. Use one of the Institutional Learning Outcomes to map to one of the course Student Learning Outcomes</li> </ol> </li> <li>• The IPPR Committee agreed that Co-Chair Dr. Maria Escobedo will take point on sending a recap of the discussion and recommendations to Dr. Deb Wulff.</li> </ul>	
<b>4. Update on Proposed Committee Description</b>	<ul style="list-style-type: none"> <li>• Co-Chairs Dr. Maria Escobedo and Susan Iredale Kline took the proposed committee description to College Council on Tuesday, March 12, 2019.</li> <li>• Feedback was centered on third bullet: “Draft recommendations and solicit feedback for changes to the IPPR form through the governance process.”</li> <li>• College Council would like the statement to read “Draft recommendations and solicit feedback for changes to the IPPR form through Academic Senate and College Council.”</li> <li>• The IPPR Committee agreed to the recommended changes.</li> <li>• Next step is for Co-Chair Susan Iredale Kline to take the proposed description to Academic Senate on April 13, 2019.</li> <li>• Dr. Deb Wulff has requested the IPPR Committee submit the revised description through Academic Senate and College Council by the end of the Spring 2019 Semester.</li> </ul>	

<p><b>5. Review Proposed Changes to Instructional CPPR Document</b></p>	<ul style="list-style-type: none"> <li>• Dr. Deb Wulff provided an advance copy of the 2020 Instructional CPPR for feedback on recommended changes.</li> <li>• The IPPR Committee discussed the recommendations and agreed upon the following: <ol style="list-style-type: none"> <li>1. Section II: Program Support of District’s Mission Statement, Institutional Goals, Institutional Objectives, and/or Institutional Learning Outcomes <ul style="list-style-type: none"> <li>• Add bullet “C” (push current “C” to “D”)</li> <li>• Language: “Identify how your program has or will address student equity gaps (such as professional development).”</li> <li>• (this bullet was moved from original proposed location in Section V: Program Outcomes, Assessment and Improvements)</li> </ul> </li> <li>2. Section III: Program Data Analysis and Program-Specific Measurements; Disaggregated Student Success Charts Section <ul style="list-style-type: none"> <li>• Remove first two bullets</li> <li>• Change language on third bullet to read: “What resources might you need to minimize equity performance gaps?”</li> </ul> </li> <li>3. Section V: Program Outcomes, Assessment and Improvements <ul style="list-style-type: none"> <li>• Add bullet “D” (push current “D” to “E”)</li> <li>• Language: “Include the most recent ILO Summary Map by Course from eLumen which shows the Course-Level SLOs mapped to the Program-Level SLOs.</li> <li>• Remove the last bullet: “How do your course and program learning outcomes align with institutional learning outcomes?”. This bullet was moved to Section II: Program Support of the District’s Mission.</li> </ul> </li> </ol> </li> <li>• The IPPR Committee also agreed that diversity and equity needed to be woven throughout the document. Co-Chairs Dr. Maria Escobedo and Susan Iredale Kline will meet on Friday, March 15, 2019 to discuss further and incorporate the language throughout the document. The document will then be sent to the IPPR Committee members for further review.</li> </ul>	
---	---	--

<p><b>6. Summary of Meeting and Action Taken</b></p>	<p>Decisions</p> <ul style="list-style-type: none"> <li>• The IPPR Committee agreed to the following recommendations to the ILO Assessment Report:             <ol style="list-style-type: none"> <li>1. Eliminate the Student Survey component</li> <li>2. Replace the student survey with data from eLumen</li> <li>3. Use one of the six ILOs to map to one of the course SLOs</li> </ol> </li> <li>• The IPPR Committee agreed to the recommended change to the Committee Description by College Council. The fifth bullet will now read: “Draft recommendations and solicit feedback for changes to the IPPR form through Academic Senate and College Council.”</li> </ul> <p>Actions</p> <ul style="list-style-type: none"> <li>• Send Dr. Deb Wulff recap of ILO Discussion and Recommended Changes</li> <li>• Present proposed committee description to Academic Senate</li> <li>• Review proposed 2020 Instructional CPPR for equity and diversity inclusion</li> </ul> <p>Future Steps</p> <ul style="list-style-type: none"> <li>• Present proposed committee description at Academic Senate and College Council</li> </ul>	<p>Dr. Maria Escobedo Susan Kline – April 13, 2019 Dr. Maria Escobedo and Susan Kline – March 15, 2019</p>
--	--	--