

# Cañada College

## Instructional Planning Council Bylaws

### I. Philosophy

Participatory governance, or collegial consultation, is a decision-making process committed to the best interest of our students and our institution based upon participation of those affected by decisions in an environment of cooperation and trust. Planning is an on-going and systematic cycle of evaluation, integrated planning, implementation, and re-evaluation intentionally designed to verify and improve the effectiveness by which the institutional mission is accomplished. The College must use quantitative and qualitative data to document achievement of student learning and a commitment to continuous improvement. Planning processes must include staff, faculty, administrators, and students.

1. The Instructional Planning Council is advisory to the Planning and Budget Council.
2. The membership of the Instructional Planning Council represents Instruction, Student Services, and Associated Students. comprises of the instructional divisions and working groups. Student services will be represented as well.
3. The meetings of the Instructional Planning Council are open to the public.

### II. Purpose of the Instructional Planning Council

The Instructional Planning Council, in accordance with the Academic Senate guidelines, is advisory to the Planning and Budget Council on a range of issues related to instruction. These advisory tasks include:

1. Develop of a calendar for program review, staffing, equipment and facilities needs as they pertain to instruction.
2. Assess the program review cycle.
3. Recommend policies and procedures as they relate to instruction.
4. Recommend prioritization of resources as they relate to the review of Instructional Strategic Goals yearly.
5. Evaluate proposals for new instructional programs and instructional program discontinuance.
6. Support of accreditation review process and self evaluation.
7. Completion of a yearly review of the mission statement and roles of the Instructional Planning Council.
8. Review PLOs and assessment plans.

### **III. Organization of Instructional Planning Council**

#### **1. Composition – 15 voting members**

Co-Chairs: Vice President, Instruction and one faculty member (from list below)

6 Full-Time Faculty – appointed by Academic Senate:

Curriculum Committee Chair

Honors Transfer Program Coordinator

Academic Committee for Equity and Success Coordinator

SLO Assessment Coordinator

Counselor

Librarian

2 Classified Staff – appointed by CSEA and Classified Council:

One from instruction

One from student services

2 Students – approved by the ASCC

2 Instructional Deans

Dean of Planning, Research and Institutional Effectiveness

Vice President of Instruction

#### **2. Term**

Terms are dependent on service on the committee represented. Terms for classified staff will be for two years (August-June) except for initial appointments and any mid-term replacements, which will result in staggered terms. Appointments will be made by June preceding the terms of appointment.

Student terms will be for one year (August 15 - June 30) with appointments made in August.

#### **3. Clerical Support**

The Vice President of Instruction's office will provide appropriate clerical support to the IPC.

Clerical assistance will include: designate a person to take notes, prepare and distribute agendas, attend meetings and prepare minutes, and provide a depository of the meeting notes and materials.

### **IV. Meetings**

#### **1. Rules of Procedure for Conduct of Meetings**

##### **A. Consensus Method**

The Instructional Planning Council makes decisions democratically by polling appointed members to determine if general agreement has been reached, based upon the following levels of responses:

- a. I support the recommendation completely.
- b. I support the recommendation with reservations.
- c. I cannot support the recommendation.

A recommendation will be forwarded to Planning and Budget Council when 60% of members present are at any one level. Any member of the Instructional Planning Council can submit a brief rationale for his or her vote which can be presented to the Planning and Budget Council.

**B. Quorum**

A quorum must be present in order to forward a specific recommendation to the Planning and Budget Council. In the absence of a quorum, discussion may take place, but final action must be taken at a later meeting when a quorum is present. For this purpose a quorum is defined as 50% plus one (1) of the Council's voting members.

C. The Instructional Planning Council will meet twice a month and will meet jointly with the Student Services Planning Council at least once a semester, as the need arises.

**2. Actions**

The Instructional Planning Council ensures the right of faculty, staff, and students to participate effectively in a consultative environment. All actions and decisions made by the Instructional Planning Council constitute recommendations to the Planning and Budget Council.

**3. Agenda**

**A. Distribution**

Agenda packets will be distributed by the Vice President of Instruction's office in advance of meetings to the College community (administration, faculty, classified staff, and Associated Students).

**B. Agenda Building**

Instructional Planning Council Co-Chairs will be responsible for developing and approving agendas. Council members may request that an item be included on the agenda by contacting one of the co-chairs. The Co-Chairs will review with Council all requests not approved for agendas. The Council may decide by consensus to include items on a future agenda not approved by the Instructional Planning Council Co-Chairs. All agenda items will be given a time allotment as appropriate for the item.

**V. Bylaws Change**

1. Any member of the IPC may propose a change to the Bylaws.
2. The Bylaws may be amended by consensus of the members of the Instructional Planning Council. The Bylaws may be adopted by the unanimous consent of all the members of the Instructional Planning Council in consultation with their respective constituents.