



Instructional Planning Council
October 31, 2025 Agenda and Workshop

Time: 9:30am-10:45am

In-Person Option: Building 9-154 (Faculty Teaching and Learning Center and Lounge)

Remote Option: [Zoom link](#) (Meeting ID: 833 6492 6416)

AGENDA ITEM	PRESENTER	Time	PROCESS
A. Approval of Agenda	Chialin Hsieh and Dave Eck	2	Action
B. Digital Art and Animation Department Apprenticeship Coordinator - Out-of-Cycle Reassigned Time Position Request (Grant-Funded) Since the reassigned position would be fully grant-funded, it is an information item only. If you have any questions or comments, please email one or both of the IPC co-chairs.	Alex Kramer	2 (start ≈ 9:35am)	Information
C. EMP 1.8 Program Improvement and Viability Process - Draft Revisions - Academic Senate formed a workgroup (Doug Hirzel, Gampi, Shankar, and Dave Eck) to suggest possible updates to our college's Program Improvement and Viability Process. - This agenda item will be a first review of the suggested updates. Any changes to the process would be approved at Academic Senate. Fall 2025 Draft Updates to Program Improvement and Viability Process	Doug Hirzel, Gampi Shankar, and Dave Eck	20 (start ≈ 9:40am)	Information, Discussion
D. Drop-In Workshop for Reassigned Time Position Application - This agenda item is an opportunity for anyone completing a reassigned time position application to get assistance with completing a position application. This includes anyone who wants to apply to create a new reassigned time position or renew an existing position. - A brief overview will cover the difference between reassigned time duties and Appendix D duties.	Chialin Hsieh and Dave Eck	45 (start ≈ 10:00am)	Information, Question and Answer

All college community members are also welcome to come and ask questions about the reassigned time process.			
E. Important Dates November 14th New, revised, and renewed reassigned time position applications due - November 21st IPC will review comprehensive program reviews, extra-long meeting - December 5th, IPC votes on reassigned time position (new, revisions, and renewals)			Information
F. Adjournment	Hsieh and Eck		

IPC's advisory tasks are stated in the bylaws (operational tasks):

- Develop and oversee the annual process of instructional program review (on behalf of the Academic Senate)
- Provide feedback on instructional program review narratives in accordance with the Academic Senate guidelines.
- Evaluate the instructional program review process yearly.
- Host Instructional Program Review presentations (this could include a collaboration with SSPC).
- Coordinate the annual program review college-wide process (including the timeline, communication, due dates) in collaboration with all councils and appropriate work groups
- Recommend and review policies and procedures as they relate to instruction.
- Provide support and feedback on the development of new instructional programs and instructional program discontinuance. (1.4; 1.8)
- Annually review how the campus is meeting Standard IIA and IIB.
- Completion of a yearly review of the purpose and the role of the Instructional Planning Council.
- Discuss and identify innovative instructional methods and opportunities to enhance teaching and learning. (EMP 1.9; 1.19; 2.3; 2.5; 4.10; 4.11) (SEM 4.1.6, 4.1.8, 4.1.10, 2.2.1, 1.2.2)
- Review and provide feedback on reassigned time applications.

IPC Goals for 2025-2026

- Provide substantive, constructive feedback on instructional program review narratives in accordance with the Academic Senate guidelines. (Fall)
- Review and provide feedback on reassigned time applications. (Fall)
- Evaluate the instructional program review process yearly. (Spring)
- Provide assistance on EMP 1.8: Ensure program viability.
- Provide assistance on EMP 1.15: Create and scale the first-year experience program.