



## Instructional Planning Council September 5, 2025 Agenda

Time: 9:30am-11:30am

In-Person Option: **Building 3-104 (New Room for First Meeting Only)**

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

AGENDA ITEM	PRESENTER	Time	PROCESS
<b>A. Approval of Agenda</b>	Hsieh and Eck	2	Action
<b>B. Approval of Minutes 5/16/2025</b>	Hsieh and Eck	2	Action
<b>C. Instructional Planning Council (IPC) Bylaws Review</b> <ul style="list-style-type: none"><li>Brief review of our Council's Bylaws, which tells us: who we are, what we do, and some basics about how we do it</li><li><a href="#">Current IPC Bylaws</a> (last revised in September 2024)</li></ul>	Hsieh and Eck	5 (start ≈ 9:35am)	Information, Discussion
<b>D. IPC Goals for 2025-2026</b> <ul style="list-style-type: none"><li>Discussion of annual goals for IPC.</li></ul> <b>For reference: IPC Annual Goals from 2024-2025 academic year</b> <ul style="list-style-type: none"><li>Provide feedback on instructional program review narratives in accordance with the Academic Senate guidelines. (Fall)</li><li>Review and provide feedback on reassigned time applications. (Fall)</li><li>Evaluate the instructional program review process yearly. (Spring)<ul style="list-style-type: none"><li>Collaborate to make recommendations to Academic Senate to update instructional program review questions to infuse equity into program review</li></ul></li></ul>	Hsieh and Eck	15 (start ≈ 9:40am)	Information, Action

<b>E. <a href="#">Membership Update</a></b> <ul style="list-style-type: none"> <li>Who would be available and willing to serve as IPC's representative on the Planning and Budgeting Council?</li> <li><a href="#">PBC meets 1<sup>st</sup> and 3<sup>rd</sup> Wednesdays, 2:10-4:00pm</a>. Joining via Zoom is an option.</li> </ul>	Hsieh and Eck	5 (start ≈ 9:55am)	Information
<b>F. Education and Human Development Department Coordination and Partner Alignment Reassigned Position—Out-of-cycle Request</b> <ul style="list-style-type: none"> <li><a href="#">Request for out-of-cycle reassigned time position</a></li> <li>This position is a modified version of previously approved reassigned position that expired last year</li> </ul>	Kristina Brower and Dean Kramer	15 (start ≈ 10:00am)	Discussion, <b>Action</b>
<b>G. The Progress on RSI (Regular and Substantive Interaction)</b> <ul style="list-style-type: none"> <li>Update on our Distance Team's work to ensure all of our Distance Education courses meet the new RSI standard.</li> <li><a href="#">Presentation on RSI</a></li> <li><a href="#">Draft resolution on RSI</a> that Academic Senate will be considering</li> </ul>	The Distance Education Team: Nada Nekrep, Allison Hughes, Lindsey Irizarry, and Dean Rana	15 (start ≈ 10:15am)	Information
<b>H. Educational Master Plan (EMP) Annual Plan Update</b> <ul style="list-style-type: none"> <li>Update from the August leadership retreat on Annual goals related EMP Goal 1</li> </ul>	Chialin & Eck	10 (start ≈ 10:30am)	Information
<b>I. Program Review Support</b> <ul style="list-style-type: none"> <li>Updates on supports available this year and reminder about the new Comprehensive Program Review Questions</li> <li><a href="#">Program Review Templates and Forms</a></li> </ul>	Hsieh and Eck	20 (start ≈ 10:40am)	Information, Discussion
<b>J. Draft Rubric for Comprehensive Program Review</b> <ul style="list-style-type: none"> <li>With the change in Instructional Program Review Questions, IPC needs a new rubric for providing feedback on Program Reviews. This agenda item will share draft rubrics that Academic Senate will need to approve this semester.</li> <li><a href="#">Draft Rubric - Feedback Form - Instructional Comprehensive Program Review</a></li> <li><a href="#">Draft Rubric - Feedback Form - Library and Learning Center Program Review</a></li> </ul>	Hsieh and Eck	5 (start ≈ 11:00am)	Information
<b>K. Reassigned Time Position Request Positions and Process – 2025-2026</b> <ul style="list-style-type: none"> <li><a href="#">List of reassigned positions up for renewal</a></li> <li>Information about <a href="#">renewal and new reassigned position request process</a>. This year's position application form will be ready by October.</li> </ul>	Hsieh and Eck	5 (start ≈ 11:05am)	Information

<ul style="list-style-type: none"> <li>• <a href="#">Reassigned time position list</a>: spreadsheet that provides complete list of all current reassigned time positions in the college.</li> </ul>			
<b>L. Enrollment Update</b>	Hsieh	10 (start ≈ 11:10am)	Information
<b>M. Curriculum Report</b>	Camille Kaslan and Adriana Lugo	10 (start ≈ 11:20am)	Information
<b>N. Important Dates:</b> October 17 <sup>th</sup> - <a href="#">Comprehensive Program Reviews</a> due November 14 <sup>th</sup> - New, revised, and renewed <a href="#">reassigned time</a> position applications due November 21 <sup>st</sup> - IPC will review comprehensive program reviews, extra-long meeting December 5 <sup>th</sup> - IPC votes on reassigned time position (new, revisions, and renewals)			Information
<b>O. Adjournment</b>	Hsieh and Eck		Procedure

#### 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.