



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
A. Approval of Agenda	Hsieh and Eck	2	Action
B. Approval of Minutes 5/16/2025	Hsieh and Eck	2	Action
C. Instructional Planning Council (IPC) Bylaws Review <ul style="list-style-type: none">Brief review of our Council's Bylaws, which tells us: who we are, what we do, and some basics about how we do itCurrent IPC Bylaws (last revised in September 2024)	Hsieh and Eck	5 (start ≈ 9:35am)	Information, Discussion
D. IPC Goals for 2025-2026 <ul style="list-style-type: none">Discussion of annual goals for IPC.			
For reference: IPC Annual Goals from 2024-2025 academic year <ul style="list-style-type: none">Provide 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)<ul style="list-style-type: none">Collaborate to make recommendations to Academic Senate to update instructional program review questions to infuse equity into program review	Hsieh and Eck	15 (start ≈ 9:40am)	Information, Action

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

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