



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. Membership Update</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? PBC meets 1st and 3rd Wednesdays, 2:10-4:00pm. 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"> Request for out-of-cycle reassigned time position 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. Presentation on RSI Draft resolution on RSI 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 College-wide Annual Plan for EMP Implementation 	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 Program Review Templates and Forms 	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. Draft Rubric - Feedback Form - Instructional Comprehensive Program Review Draft Rubric - Feedback Form - Library and Learning Center Program Review 	Hsieh and Eck	5 (start ≈ 11:00am)	Information

K. Reassigned Time Position Request Positions and Process – 2025-2026 <ul style="list-style-type: none"> • List of reassigned positions up for renewal • Information about renewal and new reassigned position request process. This year's position application form will be ready by October. • Reassigned time position list: spreadsheet that provides complete list of all current reassigned time positions in the college. 	Hsieh and Eck	5 (start ≈ 11:05am)	Information
L. Enrollment Update <ul style="list-style-type: none"> • Fall 2025 Enrollment and Modality Data 	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.

