



INSTRUCTIONAL PLANNING COUNCIL

MEETING MINUTES OF February 6, 2026 9:30 am-11:30 am, Zoom/9-154

Members Present: David Eck, Chialin Hsieh, Karen Engel, Adriana Lugo, Alex Claxton, Allison Hughes, Lisa Palmer, Rebekah Sidman Taveau, Erik Gaspar, William Tseng, Jinmei Lun, Lindsey Irizarry, Paul Roscelli, Jose Zelaya, Kiran Malavade

Members Absent: Marco Raymundo

Guests: Sarah Harmon, Anniqa Rana, Ludmila Prisecar, Kat Sullivan-Torrez

A. Adoption of Agenda

Chialin Hsieh requested that agenda item *C. Human Services Coordinator* be withdrawn from the February 6, 2026 agenda, as the position is not seeking renewal.

Motion – To adopt the agenda. M/S: Lisa Palmer, Alex Claxton

Discussion – none

Abstentions – none

Approval – unanimously approved

B. Approval of Minutes

- December 5, 2025

Motion – To approve minutes of December 5, 2025. M/S: Chialin Hsieh, Lisa Palmer

Discussion – none

Abstentions – none

Approval – unanimously approved

C. Human Services Coordinator – ~~Out-of-Cycle Reassigned Time Position Request (Grant-Funded)~~

D. District and College Budget Update

Ludmilla Prisecar presented on information for the fiscal year 2025–26 adopted budget and multiyear budget projections around revenue, expenditures, and positions. Ludmila provided an overview of the district's fund structure, explaining the purpose of various fund categories and emphasizing that Fund 3 represented restricted funds, primarily categorical and grant-funded programs. A comparison of expenditures over several years showed overall budget growth, with current-year spending tracking appropriately at the midyear point. It was noted that Fund 1 historically accounted for approximately 75% of the operating budget, while Fund 3 comprised

about 25%, making changes to state and federal funding particularly significant. Future budget planning and recommendations emphasized the importance of fiscal caution, cross-divisional resource sharing, and the strategic allocation of funds to support institutional priorities.

Discussion included clarification regarding Fund 3, which encompasses categorical and grant funding; a temporary pause on pursuing new federal grants due to funding instability, with examples of reduced funding and impacts to full-time equivalent positions through the funding loss to DHSI and AANAPISI; availability of state grant information through the [Chancellor's Office Compendium of Funds](#); and district review of expense coding related to compliance with the Fifty Percent Law (50% Law).

E. Next Steps on Potentially Changing Student Learning Outcome Assessment Cycle

Paul Roscelli provided an update on Academic Senate discussions regarding the potential alignment of program review, assessment (SLOs), and curriculum cycles. Academic Senate requested the formation of a faculty workgroup to explore the efficacy of a coordinated multi-year cycle, with a specific request for CTE representation. The exploratory workgroup currently includes Paul Roscelli, Christina Brower (CTE representative), Allison Hughes, Anniqua Rana, Katie Schertle, and Lindsey Irizarry (for technological support). The workgroup aims to bring forward recommendations by mid- to late-March, with any potential changes ideally implemented before the fall semester to avoid mid-cycle disruptions. Discussion noted that cycle alignment is the primary goal and changes should not create significant disruption or create more work. Limitations are set by existing curriculum review requirements (Title V, five-year cycle), and adjustments to the program review cycle must minimize disruption. Paul emphasized that feedback from faculty, including potential impacts (positive or negative), is encouraged and should be shared with the workgroup.

F. Feedback on Instructional Program Review Process

The council discussed feedback on the instructional program review process and identified several areas of strengthening support. Members highlighted the importance of ensuring alignment between review questions and rubric criteria, clarifying the audience for responses so that entries throughout Nuventive, program review narratives, and accreditation documentation are integrated and meaningful, and providing guidance for programs that span between instructional and student services components, agreeing that these programs could choose whether to complete the instructional or student services review, with reminders communicated in advance. Several ideas were offered to enhance engagement and the overall experience, including aligning review cycles to reduce workload, providing reflective and planning-focused approaches, sharing exemplary submissions, creating short informational videos, and offering retreat-style or themed workdays to make the process more interactive. The council will continue updating forms and exploring ways to improve communication, support, and faculty engagement throughout the program review cycle.

G. Zero Textbook Cost/Low Textbook Cost Survey Results

Sarah Harmon presented the results of the Spring 2025 Zero Textbook Cost (ZTC) and Low Textbook Cost (LTC) student survey, which followed the initial Fall 2022 survey. The survey period ran from March 15-31, 2025, and was sent out to 169 ZTC sections and 19 LTC sections,

with duplicated counts of 5,459 students enrolled for Spring 2025. Nearly 300 students across 38 courses responded, with business courses showing the highest participation. Results indicated that students were taking multiple ZTC/LTC courses, spending less on instructional materials than in Fall 2022, and were largely aware of course costs prior to the semester. Students reported that ZTC/LTC materials improved affordability, accessibility, and flexibility, though challenges included internet access, screen fatigue, and limited print options. The survey also reinforced student interest in expanding ZTC/LTC course offerings and pathways.

Discussion highlighted the need for continued outreach, workshops, and resources from the Learning Center and Library to support students in using digital and OER materials. Questions were raised regarding printing copyrighted materials and potential costs to students, with Sarah noting that financial aid can often cover print options, although not all students have access to such support, and that faculty must navigate copyright restrictions carefully. The council emphasized the need for flexibility, particularly when low-cost alternatives differ from preferred teaching materials. Sarah concluded that balancing state requirements, student access, and faculty choice remains a priority, and ongoing efforts continue to expand ZTC/LTC offerings.

H. Feedback on Reassigned Time Process

The council reviewed the reassigned time application process, exploring ways to clarify expectations and identify potential improvements. Members suggested institutionalizing coordinator roles, including sharing coordinators across smaller departments, to ensure fairness and free up reassigned time for other priorities. Clarification on D1 duties and distinctions between individual faculty responsibilities and broader coordination roles was recommended to help applicants submit accurate requests. Another recommendation was that applicants should be present during IPC deliberations to address questions, particularly for positions unfamiliar to committee members, such as library or specialized coordinator roles. Members also discussed the importance of transparency regarding the purpose, allocation, and outcomes of reassigned time; emphasis was placed on framing reassigned time as serving college-wide needs rather than individual preferences, especially due to Cañada's small campus size and budget limitations. The conversation concluded with appreciation for the discussion, and members were encouraged to share further feedback via email to the VPI.

I. Curriculum Report

Adriana Lugo announced that faculty are still needed for Annual External Exam Review committees in the following disciplines: Classical Languages/Latin, Kinesiology, and Computer Science. Recommendations to DCC are expected by March 1, 2026. If interested, please contact Curriculum Committee Co-Chairs Camille Kaslan or Adriana Lugo.

J. Important Dates

Instructional Program Review Presentations will take place on March 20, 2026. Time of presentations to be announced at a later date.

K. Adjournment

Meeting adjourned at 11:25 am.