



## INSTRUCTIONAL PLANNING COUNCIL

### MEETING MINUTES OF November 21, 2025 8:30 am-11:30 am, Zoom/9-154

**Members Present:** David Eck, Chialin Hsieh, Alex Claxton, Allison Hughes, William Tseng, Marco Raymundo, Adriana Lugo, Kiran Malavade, Lindsey Irizarry, Lisa Palmer, Paul Roscelli, Rebekah Sidman-Taveau, Jose Zelaya

**Members Absent:** Erik Gaspar, Karen Engel, Jinmei Lun

**Guests:** Kat Sullivan-Torrez, Ameer Thompson, Gampi Shankar, Anniqua Rana, Alex Kramer, Wissem Bennani, Max Hartman, Jasmine Jaciw, Aarya Ayyar, Denise Erickson, Doniella Maher, Jessica Marshall

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#### A. Adoption of Agenda –

**Motion** – To adopt the agenda, and move the approval of the minutes for the October 17 and October 31 meetings to the next meeting. M/S: Lisa Palmer, Paul Roscelli

**Discussion** – none

**Abstentions** – none

**Approval** – approved

#### B. Approval of Minutes

- October 17
- October 31

Per the motion above, this item has been tabled for the next meeting

#### C. Brief Review on Feedback Guidance

- Very brief highlights/reminders from our October 17 presentation: [Providing Feedback on Instructional Program Reviews](#)

David Eck reminded the group about a brief presentation from the October 17 meeting that reviewed expectations for providing feedback, noting that the link to the presentation remained available in the chat and on the IPC website under item F from the October 17th meeting. David shared that since the presentation had taken place a month earlier, he wanted to highlight its key points before the attendees filled out the program review feedback forms. He emphasized that the rubric first asked whether the program review writer had answered each question and then whether the answer was strong, which guided how feedback should be framed. David encouraged participants to share any broader ideas for program improvement directly with program personnel outside the formal review process. He reiterated that the “North Star” for the form was evaluating whether questions were answered and how well they were addressed.

David explained that attendees would be moved to breakout room groups, noting that there were seven groups and that each breakout room was named after its corresponding program area, making it easy for participants to find the correct room. He reminded everyone that the feedback form was available on the program review website but would also be linked in the chat. Each group was expected to complete one PDF feedback form for each of the two programs they were reviewing, discussing the questions together and ensuring consensus on their responses. David also clarified that the form, which previously had not been fillable, had been fixed and should now work when downloaded.

#### **D. List of instructional programs up for comprehensive review and mid-cycle reviews in Fall 2025**

- IPC review groups filled out one IPC Feedback Form for each of the two instructional programs their group was tasked with reviewing.
- After completing both reviews, the group shared their two forms with IPC co-chairs Chialin Hsieh and Dave Eck.

#### **CTE Programs**

1. Computer Science
2. Work Experience Education (formerly Cooperative Education)
3. Education and Human Development
4. Photonics and Laser Technology

#### **CTE Programs Submitting Mid-Cycle Reviews (Dean's review only)**

1. Human Services (Mid-Cycle Review)
2. Medical Assisting (Mid-Cycle Review)
3. Radiologic Technology (Mid-Cycle Review)

#### **Non-CTE Programs**

1. Anthropology
2. Career Courses
3. Communication Studies
4. Dual and Concurrent Enrollment
5. Economics
6. Ethnic Studies - **deferred until next program review cycle**
7. History
8. Philosophy
9. Political Science
10. Psychology  
Sociology

#### **E. Important Dates**

- December 5<sup>th</sup>, IPC votes on reassigned time position (new, revisions, and renewals)

#### **F. Adjournment**

**Motion** – To adjourn the meeting: M/S: David Eck, Chialin Hsieh

**Discussion** – no additional

**Abstentions** – none

**Approval** – approved unanimously, meeting adjourned with all groups finishing their review by 11:49am