



INSTRUCTIONAL PLANNING COUNCIL

MEETING MINUTES OF

December 5, 2025

9:30 am-11:30 am

No in-person option for this meeting Zoom Only

Members Present: David Eck, Alex Claxton, Karen Engel, Jinmei Lun, Adriana Lugo, Kiran Malavade, Lindsey Irizarry, Allison Hughes, William Tseng, Jose Zelaya, Paul Roscelli, Lisa Palmer, Marco Raymundo

Members Absent: Erik Gaspar, Chialin Hsieh, Rebekah Sidman Taveau

Guests: Nada Nekrep, Ludmila Prisecar, Anniqua Rana, Gampi Shankar, Ameer Thompson

A. Adoption of Agenda

Motion – To adopt the agenda. M/S: Alex Claxton, Karen Engel

Discussion – none

Abstentions – none

Approval – approved

B. Approval of Minutes

- October 17
- October 31
- November 21, 2025

Motion – To approve minutes of October 17, 2025, October 31, 2025, and November 21, 2025. M/S: Lisa Palmer, Allison Hughes

Discussion – none

Abstentions – none

Approval – approved

C. Reassigned Time – Position Application Review

David Eck reminded the council of the IPC application review process. A rating form had been distributed listing all applications, and that the council would review the collective feedback submitted through the form. The group would discuss applications, note any additional comments on positions, and address questions as they arise. The main focus of this meeting was for the council to develop recommendations regarding support or non-support of reassigned time position applications. Final determinations will be made by the Vice President of Instruction, who will consider council recommendations, input from relevant campus stakeholders, and available budgetary resources.

Renewals - College-Wide Positions

Dual Enrollment Faculty Coordinator

The council discussed the Dual Enrollment Faculty Coordinator position, noting that most members agreed or strongly agreed that its responsibilities were not part of the regular faculty workload. Some disagreement was noted regarding alignment with strategic initiatives and the necessity of faculty expertise for this position. Several written comments on the rating form raised questions about overlap with existing roles, including the Program Services Coordinator and Retention Specialist, and concerns regarding district funding for dual enrollment. Council members discussed the position's history, its teaching-focused support for dual enrollment faculty, and whether existing staff could perform most of the duties. While some noted that faculty input is valuable for instructional best practices, others questioned the need for a faculty member given that program coordination is already managed by classified staff.

David Eck proceeded to the next position, with the intention of addressing votes in bulk. Subsequently, David Eck was reminded that the IPC's process has been to make recommendations on each specific position. The council made the following recommendation on the dual enrollment faculty coordinator position:

Motion – To support Dual Enrollment Coordinator position with suggestion to reduce position time with a greater focus on faculty-specific duties. M/S: Lisa Palmer, Paul Roscelli
Discussion – none
Abstentions – none
Approval – approved

Faculty Learning Program Coordinator

The council reviewed the Faculty Learning Program Coordinator position, with most members agreeing or strongly agreeing that the duties constitute reassigned time outside of Appendix D, alignment with strategic initiatives, appropriateness of the requested time, and necessity of faculty expertise, however, there was one neutral response regarding the necessity of faculty expertise. Written comments on the rating form noted a question about how the Faculty Learning Program Coordinator differs from the Faculty Teaching and Learning Center Coordinator role. The council discussed how the Faculty Learning Program Coordinator position provides unique, small-group, teaching-focused professional development distinct from broader workshops or Flex Day activities. Some members recommended better integration with existing professional development roles to avoid duplication while maintaining the program's unique contributions. Overall, the position's work was recognized as necessary and impactful. Some members expressed that the program's outcomes, including cohort-based "faculty pods", are valuable for faculty professional development but requested clearer documentation of accomplishments, program scope, and impact over prior cycles. For example, to what extent is the FLP coordinator involved in the different specific "faculty pod" activities?

As a general recommendation relevant to all reassigned position renewals: it was suggested that renewal applications include a summary of completed work and future plans, with potential word count limits to streamline the process. Using the example of the FLP coordinator position: there was mention of creating a podcast: it would be helpful to hear how many faculty would be participating and how many podcasts would be made, etc.

Motion – To support the position of Faculty Teaching and Learning Coordinator with changes to the position to show how it is distinct from other professional development related positions. M/S: Lisa Palmer, Paul Roscelli

Discussion – none

Abstentions – none

Approval – approved

Flex Day Coordinator

The council reviewed the Flex Day Coordinator position, with most members agreeing or strongly agreeing that the duties constitute reassigned time outside of Appendix D, alignment with strategic initiatives, appropriateness of the requested time, and necessity of faculty expertise. Comments were made in support of the position. There was no further discussion.

Motion – To support the position of Flex Day Coordinator. M/S: Lisa Palmer, Alex Claxton

Discussion – none

Abstentions – none

Approval – approved

Online Instruction (Distance Education) Coordinator

The council reviewed the Online Instruction (Distance Education) Coordinator position, with most members agreeing or strongly agreeing that the duties constitute reassigned time outside of Appendix D, alignment with strategic initiatives, and necessity of faculty expertise. There were some concerns raised about the proportion of the position's duties that was put toward committee- and meeting-related work. Two specific concerns were shared: (1) the listed college and District committee meeting and agenda-building work did not add up to enough time to warrant the amount of time listed, and (2) the position noted that some proportion of the work might be done during the summer. However, if the work is tied to College and District committee work, then this could not for the most part be accomplished during the summer. In response, one council member shared that the online instruction coordinator attends a number of statewide meetings/webinars in addition to District- and College- meetings that occur during Fall/Spring semesters. The council supports the position overall and suggests that an additional description and clarification be provided regarding the duties in the application.

Motion – To support the position of Online Instruction (Distance Education) Coordinator. M/S: Karen Engel, Lisa Palmer

Discussion – none

Abstentions – none

Approval – approved

Renewals - Department/Program Positions

Karen Engel voiced a general observation regarding the growing number of coordination roles across nearly all departments, noting that while coordination is clearly needed, the current approach, approving positions on a case-by-case basis, has led to inconsistencies in job descriptions and expectations. She suggested that the college consider a more organizational solution, such as establishing department chairs or standardized coordinator roles with consistent core duties, while allowing some discipline-specific variations. Lisa Palmer and Paul Roscelli echoed the need for coordination, agreeing that core duties should be defined, though some differences between departments (e.g., Chemistry vs. English) are inevitable. Historical context was provided, explaining that the college previously avoided chair positions due to financial constraints when it was not a basic aid district, but circumstances have now changed. The conversation concluded with recognition of ongoing district-wide considerations, including financial and regulatory factors, reinforcing the importance of addressing coordination institutionally rather than through individual approvals.

Chemistry Department Coordinator

The council reviewed the Chemistry Department Coordinator position, with member responses divided between disagree, strongly disagree, agree, and strongly agree that the duties constitute reassigned time outside of Appendix D, alignment with strategic initiatives, and necessity of faculty expertise, with some members expressing disagreement due to perceived overlaps with D1 teaching-related duties. Concerns were raised that many listed tasks, such as program review, SLO/PLO assessment, and curriculum development, are standard D1 duties, and that reassigned time should focus on coordination rather than performing these tasks individually. Other members emphasized that in larger departments, coordination across multiple faculty is necessary and warrants reassigned time.

Motion – To not support the position of Chemistry Department Coordinator. M/S: Alex Claxton, Paul Roscelli

Discussion – Paul Roscelli noted that while many listed duties are standard faculty responsibilities, additional tasks like program review and SLO/PLO coordination have expanded over time, creating a need for reassigned time to ensure these responsibilities are managed effectively.

Abstentions – William Tseng, Jinmei Lun

Approval – motion failed

David Eck informed the council of the opportunity to propose a new motion.

Motion – To support the position of Chemistry Department Coordinator while clarifying that the duties fall outside of Appendix D. M/S: Kiran Malavade, Lisa Palmer

Discussion – Adriana Lugo proposed that instead of supporting the application as-is, the motion include a stipulation that the writer(s) review and clarify duties

to ensure D1 responsibilities are not included. Allison Hughes agreed, emphasizing the importance of distinguishing between performing work and coordinating it. The motioner and seconder accepted this revision.

Abstentions – William Tseng

Approval – approved

Controlled Digital Lending Coordinator

The council reviewed the Controlled Digital Lending Coordinator position, with member responses divided between disagree, strongly disagree, agree, strongly agree, and neutral that the duties constitute reassigned time outside of Appendix D and necessity of faculty expertise. Member response showed support for the alignment with strategic initiatives. Adriana Lugo highlighted the position's importance in supporting digital curriculum resources, especially given the growth of online courses and increased demand for electronic resources. Discussion took place around reassignment time and whether adjunct faculty could cover release time, with clarification that full-time librarians would take reassignment and adjuncts may be hired to backfill.

Motion – To support the position of Controlled Digital Lending Coordinator while clarifying that the duties fall outside of Appendix D. M/S: Allison Hughes, Jinmei Lun

Discussion – Members discussed revising the motion to include the clarifying language for the writer(s) to review and clarify duties to ensure D1 responsibilities are not included. The motioner and seconder accepted this revision.

Abstentions – none

Approval – approved

Dual Enrollment - Economics Implementation Pilot

The council reviewed the Dual Enrollment – Economics Implementation Pilot Coordinator position, with member responses showing general agreement that duties constitute reassigned time outside of Appendix D, alignment with strategic initiatives, and necessity of faculty expertise. Additional comments noted the small-time commitment for the position and its connection to EMP goals and district budget considerations.

Motion – To support the position of Dual Enrollment – Economics Implementation Pilot Coordinator while clarifying that the duties fall outside of Appendix D. M/S: Kiran Malavade, Lisa Palmer

Discussion – Members discussed revising the motion to include the clarifying language for the writer(s) to review and clarify duties to ensure D1 responsibilities are not included. The motioner and seconder accepted this revision.

Abstentions – Paul Roscelli

Approval – approved

Dual Enrollment - History Implementation Pilot

The council reviewed the Dual Enrollment – History Implementation Pilot Coordinator position, with member responses showing general agreement that the duties constitute reassigned time outside of Appendix D, with one strongly disagree, align with strategic plans, and necessity of faculty expertise. A minor issue was noted regarding a typo in the FTEF amount, which was clarified as .07 rather than .7.

Motion – To support the position of Dual Enrollment – History Implementation Pilot Coordinator while clarifying that the duties fall outside of Appendix D. M/S: Alex Claxton, Lisa Palmer

Discussion – none

Abstentions – none

Approval – approved

English Department Coordinator

The council reviewed the English Department Coordinator position, with member responses divided between disagree, strongly disagree, agree, strongly agree, and neutral that the duties constitute reassigned time outside of Appendix D, align with strategic plans, and necessity of faculty expertise. Several written comments on the rating form questioned the extent of D1 responsibilities and whether some duties fall under the dean's role or duplicate existing FLP coordination. Members noted the size and complexity of the English department and emphasized the need for faculty coordination alongside the dean.

Motion – To support the position of English Department Coordinator while clarifying that the duties fall outside of Appendix D. M/S: Paul Roscelli, Lisa Palmer

Discussion – none

Abstentions – none

Approval – approved

Human Services Coordinator

David Eck noted that the Human Services Coordinator application had been recently updated on the website due to an error in the original submission. The applicant had unintentionally uploaded a different application; a revised and correct version was submitted prior to the meeting. David Eck recommended members review this application at the next meeting on 2/06/2026.

Social Sciences Coordinator

The council reviewed the Social Sciences Coordinator position, with member responses showing general agreement that the duties constitute reassigned time outside of Appendix D, align with strategic plans, and necessity of faculty expertise, with a small number of neutral or disagree responses in each category. Discussion raised questions about how the position relates to existing

retention specialists and counselors; clarification noted these roles are distinct and student-facing, while the coordinator role is not. Members emphasized that the presence of some D1 duties does not invalidate the overall request and suggested revising or clarifying specific duties as needed.

Motion – To support the position of Social Sciences Coordinator while clarifying that the duties fall outside of Appendix D. M/S: Lisa Palmer, Kiran Malavade

Discussion – none

Abstentions – Paul Roscelli, William Tseng

Approval – approved

Writing Center Coordinator

The council reviewed the Writing Center Coordinator position, with member responses showing agreement that the duties constitute reassigned time outside of Appendix D. Responses also showed general agreement that duties align with strategic plans and necessity of faculty expertise, with a small number of neutral or disagree responses in each category. Discussion emphasized that the role is discipline-specific, requires English faculty expertise, and supports writing across the curriculum beyond what peer tutors or learning center staff can provide.

Motion – To support the position of Writing Center Coordinator while clarifying that the duties fall outside of Appendix D. M/S: Lisa Palmer, Paul Roscelli

Discussion – none

Abstentions – none

Approval – approved

New Positions

Curriculum Committee Bachelor's Program Officer (College-wide position)

The council reviewed the Curriculum Committee Bachelor's Program Officer position, with member responses divided between disagree, strongly disagree, agree, strongly agree, and neutral that the duties constitute reassigned time outside of Appendix D, align with strategic plans, and necessity of faculty expertise. The council discussed that many duties appear to be D1 and that the role may be too specialized to justify a non-program-specific reassigned time position. Several members agreed the work is important but felt the proposal should have been initiated and discussed at the Curriculum Committee first.

Motion – To present this position of Curriculum Committee Bachelor's Program Officer at Curriculum Committee for further discussion. M/S: Adriana Lugo, Lisa Palmer

Discussion – none

Abstentions – none

Approval – approved

Math Faculty Coordinator (Program/Department position)

The council reviewed the Math Faculty Coordinator (Program/Department) position, with member responses divided between disagree, strongly disagree, agree, strongly agree, and neutral that the duties constitute reassigned time outside of Appendix D, align with strategic plans, and necessity of faculty expertise. Several written comments on the rating form questioned the extent of D1 responsibilities and whether some duties fall under the dean's role duties or STEM Center staff duties. Several members discussed that departmental coordination is a distinct professional responsibility that should not be conflated with standard teaching duties. Especially in large departments with a high volume of adjunct faculty, active coordination is necessary to ensure instructional consistency for all students.

Motion – To support the position of Math Faculty Coordinator (Program/Department) while clarifying that the duties fall outside of Appendix D.
M/S: Lisa Palmer, Adriana Lugo
Discussion – none
Abstentions – none
Approval – approved

Physics and Astronomy Department Coordinator (Program/Department position)

The council reviewed the Physics and Astronomy Department Coordinator (Program/Department) position, with member response divided between disagree, strongly disagree, agree, strongly agree, and neutral that the duties constitute reassigned time outside of Appendix D, align with strategic plans, and necessity of faculty expertise. Two written comments on the rating form questioned the use of release time for faculty and staff training, as this could be completed by either dean or division assistant. One comment questioned if responsibilities could be completed by a lab manager instead of a faculty member.

Motion – To not support the position of Physics and Astronomy Department Coordinator (Program/Department) while clarifying that the duties fall outside of Appendix D. M/S: Alex Claxton, Paul Roscelli
Discussion – Suggestion in a new application to provide different duties, such as focus on events like Star Party. Justification should not be exhaustive list but focus on non-Appendix D duties
Abstentions – none
Approval – approved

Grant Funded Position

Bachelors of Science in Interaction Design (IXD) Development (new - Program/Department position)

Position was not discussed as it is a grant funded only position.

D. District and College Budget Update

This item was tabled due to time constraints. David Eck stated that he will attempt to bring this agenda item a to future IPC meeting.

E. Next Steps from Student Learning Outcome Assessment Discussion

This item was tabled due to time constraints. David Eck stated that this agenda item would be brought to a future IPC meeting.

F. Feedback on Instructional Program Review Process

This item was tabled due to time constraints. David Eck stated that this agenda item would be brought to a future IPC meeting.

G. Curriculum Report

This item was tabled due to time constraints. David Eck stated that this agenda item would be brought to a future IPC meeting.

H. Important Dates

This item was tabled due to time constraints. David Eck stated that this agenda item would be brought to a future IPC meeting.

I. Adjournment

Meeting adjourned at 11:39 am.