



Instructional Planning Council

September 4, 2026 Agenda

Time: 9:30am-11:30am

In-Person Option: Building 9-154

Remote Option: [Zoom link](#) (Meeting ID: 878 9972 4584)

Agenda Item	Presenter	Time	Process
A. Approval of Agenda	Hsieh and Hughes	2	Action
B. Approval of Minutes 5/1/2026	Hsieh and Hughes	2	Action
C. Instructional Planning Council (IPC) Bylaws Review - Brief review of our Council's Bylaws, which tells us: who we are, what we do, and some basics about how we do it Current IPC Bylaws (last revised in September 2024)	Hsieh and Hughes	10 (start ≈ 9:35am)	Information, Discussion
D. Membership Update - IPC Membership Review - Honors Coordinator Request for One Year Leave from IPC - Who would be available and willing to serve as IPC's representative on the Planning and Budgeting Council (PBC)? PBC meets 1st and 3rd Wednesdays, 2:10-4:00pm. Joining via Zoom is an option.	Hsieh and Hughes	15 (start ≈ 9:45am)	Information, Discussion

E. IPC Goals for 2026-2027 a. Discussion of annual goals for IPC. i. Potential Goal: Host College Inquiry Groups Related to Instruction. b. For reference: IPC Annual Goals from 2025-2026 academic year • 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) • Host instructional program review presentations. (Spring)	Hsieh and Hughes	10 (start ≈ 10:00am)	Discussion, Action
F. <u>College Inquiry Groups - Instructional</u> a. Artificial Intelligence: Chialin & Diana – AS & IPC / DEAC & Technology Committee b. Accessibility: Allison & Anniqua – DEAC/PDPC/Tech Committees/IPC c. Did the education experience at Canada meet the educational needs of the students? Chialin & Ameer – IPC, AS and Division Meetings d. Discussion & Feedback: How should IPC best support and host these college inquiry groups as they do their work this academic year?	Hsieh and Hughes	20 (start ≈ 10:10am)	Discussion
G. Program Review Spring Semester Deferral Request • Ethnic Studies and Art & Art History have requested to use the new Spring Deferral Process (adopted Spring 2026). ○ Deferred Comprehensive Program Review Due Dates: ▪ Before March 19, 2027: Submit your completed Deferred Comprehensive Program Review and Goals in Nuventive. ▪ Before April 9, 2027: Deans and VPs provide feedback on submitted program reviews. ▪ Before April 16, 2027: Review your supervisor's feedback and incorporate it into a final submittal of your Deferred Comprehensive Program Review in Nuventive. ○ Next Steps: ▪ Inform PBC Program Review Subcommittee (Hughes) ▪ IPC to give feedback on deferred program reviews in Fall 2027.	Eck, Hsieh and Hughes	20 (start ≈ 10:30am)	Information, Action

Deferred Programs will inform their Dean and the PBC Program Review Subcommittee of when and if they will be submitting their resource requests (either in Fall 2026 with an annual update, or in Spring 2027 with Comprehensive Review).			
H. MART 314 OER Authoring Reassigned Position Out-of-Cycle Request (Grant-funded) MART 314 Author Reassigned Time Application – Funded by DAA Acceleration II Grant - Since the reassigned position would be fully grant-funded, it is an information item only. If you have any questions or comments, please email one or both of the IPC co-chairs.	Harmon and Kramer	1 (start ≈ 10:50am)	Information
I. Curriculum Report	Adriana Lugo	10 (start ≈ 10:51am)	Information
J. Important Dates: October 16 th - Comprehensive Program Reviews due November 20 th - New, revised, and renewed reassigned time position applications due November 20 th - IPC will review comprehensive program reviews, extra-long meeting December 4 th - IPC votes on reassigned time position (new, revisions, and renewals)			Information
K. Adjournment	Hsieh and Hughes		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.
- Annually review how the campus is meeting Accreditation 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.
- Review and provide feedback on reassigned time applications.