



INSTRUCTIONAL PLANNING COUNCIL

MEETING MINUTES OF September 4, 2026 9:30 am-11:30 am, Zoom/9-154

Members Present: Allison Hughes, Chialin Hsieh, Anniqua Rana, Rebekah Taveau, Nick Martin, Kiran Malavade, Adriana Lugo, Karen Engel, Paul Roscelli, Lindsey Irizarry

Members Absent: Karen Engel

Guests: Ron Andrade, Roz Young, Alex Kramer, Jasmine Jaciw, Sarah Harmon, Sarah Cravy, David Eck

A. Adoption of Agenda

Motion – To adopt the agenda. M/S: Anniqua Rana, Rebekah Taveau.

Discussion – none

Abstentions – none

Approval – approved unanimously

B. Approval of Minutes – May 1, 2026 (final meeting of last academic year)

Motion – To approve minutes of May 1, 2026. M/S: Rebekah Taveau, Chialin Hsieh.

Discussion – none

Abstentions – Ron Andrade, Nick Martin, Anniqua Rana, Roz Young
(not members of the committee at the time of the May 1 meeting)

Approval – approved

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)

The group focused on reviewing the council bylaws to clarify their role, responsibilities, and composition. IPC serves as an advisory body to Planning and Budgeting Council (PBC) and works closely with Academic Senate on matters related to instruction. The council was originally established to support Academic Senate with instructional responsibilities that could not reasonably be accommodated within Academic Senate's broader workload. In this role, IPC oversees the Instructional Program Review process on behalf of Academic Senate, reads and

provides feedback on program reviews, evaluates the process annually, and coordinates program review presentations and the annual review of college-wide processes.

IPC also provides feedback and recommendations on instructional policies, procedures, and processes, including support for the program improvement and viability (PIV) process when needed. The council serves as a forum for discussing innovative instructional practices and opportunities to enhance teaching and learning, while also reviewing faculty reassigned-time requests and forwarding recommendations for college-wide positions to the Vice President of Instruction.

In addition to these established responsibilities, IPC serves as an important advisory resource for the Office of Instruction. The VPI and Deans may bring instructional matters to the council for discussion and feedback to help inform processes, recommendations, and planning. In recent years, IPC has also provided feedback on the instruction-related components of the Educational Master Plan.

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.

Allison Hughes reviewed IPC's membership for the 2026 – 2027 academic year. There are currently has several vacancies, including the third faculty-at-large position and student representative positions, which are expected to be filled in the coming weeks.

The Honors Coordinator, Rebekah Taveau, has requested a one-year leave from IPC after approximately eight years of service, including her previous coordinator role with the Academic Committee for Equity and Success (ACES). IPC members recognized Rebekah's years of service to IPC and expressed appreciation for her interest in exploring other areas of participatory governance during the upcoming academic year. Rebekah will serve on the Curriculum Committee as the HSS representative. Because the Honors Coordinator is a designated membership position, the vacancy will remain unfilled for the year and will not affect quorum. Other faculty members familiar with the Honors program will help provide continuity during her absence. As part of the membership discussion, Allison noted that IPC may consider reviewing its membership structure in the future. Members may bring forward recommendations if they identify opportunities to update or modify the current membership model.

IPC then discussed the need to designate a representative to the Planning and Budgeting Council (PBC). Allison volunteered to serve as the IPC representative, noting that she already participates in PBC in her capacity as Academic Senate Co-President. Kiran Malavade noted that serving on PBC in another capacity does not provide an additional vote for IPC. Allison explained that, while she attends PBC as Academic Senate Co-President, she does not hold a

vote in that capacity. She agreed to serve as the IPC representative to PBC, with one vote representing IPC.

E. IPC Goals for 2026-2027

- Discussion of annual goals for IPC.
 - Potential Goal: Host College Inquiry Groups Related to Instruction.
- 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)

IPC discussed goals for the 2026–2027 academic year, beginning with goals from the 2025-2026 academic year and council’s standing annual responsibilities. Adriana Lugo recommended that faculty who submit reassigned-time applications be invited to attend the meeting when their applications are reviewed, allowing IPC members to ask questions and obtain additional information needed to inform their recommendations. Paul Roscelli raised the possibility of IPC engaging in the ongoing Academic Senate workgroup focused on aligning timelines for program review, student learning outcomes (SLOs), and curriculum.

Members noted that discussions are particularly productive when IPC reviews instructional policies, guidance, and resources and has an opportunity to provide timely feedback that can be incorporated into the work. The DE Handbook was cited as a positive example, and the Faculty Handbook was suggested as a potential topic for future IPC discussion.

Motion – M/S: To bring IPC Goals for 2026-2027 back to the next IPC meeting on September 18 to finalize prioritization. M/S: Anniqua Rana, Adriana Lugo.

Discussion – none

Abstentions – none

Approval – approved unanimously

F. College Inquiry Groups - Instructional

Chialin Hsieh reviewed the [Annual Plan for Strategic Priority Projects and Strategic Planning](#), which was presented at PBC on September 2, 2026. The plan outlines eight College Inquiry Groups identified through the campus leadership retreat for the 2026–2027 academic year. The inquiry groups will gather information, campus perspectives, and recommendations to inform development of Cañada College’s next Educational Strategic Plan.

IPC will primarily support the instruction-related inquiry groups by providing instructional expertise and feedback. Other inquiry groups, including Student Services-related inquiries, may also seek feedback from the instructional side when their work intersects with IPC’s area of focus. Each inquiry group will determine its own structure, meeting schedule, and level of participation. Members interested in participating in a particular group should contact the inquiry group lead to discuss expectations and time commitment. The details of the inquiry process and IPC’s involvement are still being finalized through PBC.

For the Accessibility Inquiry Group, Anniqua Rana and Allison Hughes explained that the goal is to integrate the inquiry into existing meetings and spaces, such as Distance Education Advisory Committee (DEAC) and Technology Committee, where accessibility-related work is already occurring, gather information and perspectives, and use the findings to inform the broader Educational Strategic Plan. The group may provide a broader update or presentation to IPC, tentatively in mid-Spring 2027. IPC may also receive invitations from inquiry group leads to review or provide feedback on their work.

Chialin noted that the inquiry process provides opportunities for IPC to contribute instructional expertise and feedback on issues that intersect with instruction, particularly Accessibility, AI for Instruction, and Student Educational Journey and Opportunity.

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.
 - 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).

Allison Hughes reviewed the [Spring Deferral Process](#), included under the [Final Deadline Extension & Deferral Process](#). The process allows programs with specific circumstances, such as completing a tenure evaluation in the fall, to defer their comprehensive program review from the fall to the following spring. Two programs have requested to use the Spring Deferral Process for 2026 - 2027. IPC's role is to approve the proposed spring program review deadlines, with spring-submitted comprehensive reviews to be reviewed by IPC during Fall 2027.

The group discussed resource requests and clarified that programs may either submit resource requests with their fall annual update or with their spring comprehensive review; however, resource requests submitted in the spring would not be reviewed until the following fall. Programs should be clearly informed that deferring a resource request may delay consideration and that information may need to be updated. Deans should also notify Instructional Technologist, Lindsey Irizarry, which programs are using the spring deferral so the appropriate reviews and resource requests can be tracked.

The group discussed ways to help faculty better understand the program review and resource request process. A suggestion was made to develop a brief case study showing how a program

review request moved through the process, including what was funded, what was not, and other outcomes such as collaboration or problem-solving. The group also discussed providing clearer guidance on resource request timelines, available funding, and what types of requests are realistic. It was clarified that resource requests are outside IPC's direct purview and follow established division and college budget processes. Members suggested that faculty consult with their dean or experienced colleagues when developing resource requests to better understand the process and likely considerations.

Motion – M/S: To approve the *Deferred Comprehensive Program Review Due Dates*.
M/S: Ron Andrade, Adriana Lugo.

Discussion – none

Abstentions – none

Approval – approved unanimously

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.

Sarah Harmon presented the MART 314 OER Authoring Reassigned Position Out-of-Cycle Request. Sarah highlighted the work of Associate Professor of Digital Art and Animation, Emanuela Quaglia, who is authoring a series of OER textbooks with support from Menlo Studio student assistants. The MART 314 textbook will be her third, following textbooks for MART 362 and MART 363. Sarah noted that student photography from the MART 362 OER textbook is currently displayed in the library and is expected to move to the art gallery later in the semester. Additional student work from the MART 363 textbook may also be showcased. Dean of Business, Design & Workforce, Alex Kramer, expressed support for the reassigned time and emphasized the work-based learning opportunities for students, who gain real-world experience through the project.

I. Curriculum Report

Adriana Lugo shared that Curriculum Committee meeting on September 3, was primarily informational and included the mandatory committee member training. Adriana shared the [curriculum proposal submission and presentation dates](#) with faculty. The submission timeline outlines when faculty should submit proposals to their dean to allow sufficient time for review and placement on the Curriculum Committee agenda, with the goal of having courses included in the Fall 2027 class schedule and catalog. Adriana also noted that census information had been distributed to faculty from the Dean of Enrollment Services and Support Programs Division and that a COCI report on AI-related courses offered by colleges in the Bay Area will be presented at the next meeting on September 17. In response to an IPC member's question regarding an update on Common Course Numbering (CCN), Adriana shared that Phases 1 and 2 have been completed and the updated courses are reflected in the college catalog. Phase 3 is currently on hold, with templates not yet released and implementation expected to resume in Fall 2027. IPC members were informed that the district will transition from CurricUNET to CourseLeaf next year, with updates to be shared as available.

J. Important Dates:

- October 16th - [Comprehensive Program Reviews](#) due
- November 20th - New, revised, and renewed [reassigned time](#) position applications due
- November 20th - IPC will review comprehensive program reviews, extra-long meeting
- December 4th - IPC votes on reassigned time position (new, revisions, and renewals)

K. Adjournment

Meeting adjourned at 11:01am.