



**Instructional Planning Council
April 18, 2025**

Time: 9:30am-11:30am

In-Person: Building 9, Room 154 (Faculty Teaching and Learning Center and Lounge)

Remote Option: [Zoom link](#) (Meeting ID: 848 0546 6929)

AGENDA ITEM	PRESENTER	Time (Minutes)	PROCESS (Action, information, discussion)
A. Approval of Agenda	Hsieh and Eck	2	Action
B. Approval of Minutes	Hsieh and Eck	2	Action
C. CWA Program Presentation <ul style="list-style-type: none"> This program presentation was delayed from the March 21st meeting due to technical difficulties. 	Jose Zelaya	15 (start ≈ 9:35am)	Presentation
D. Reassigned Time Accountability and Reporting Framework Discussion <ul style="list-style-type: none"> Update from the February 7 IPC workgroup, which will share some possible changes to the Reassigned Time process. 	Hsieh and Eck	15 (start ≈ 9:50am)	Information, Discussion
E. Degree/Certificate in Menlo Park and EPA (EMP 1.4) <ul style="list-style-type: none"> Update on progress related to Educational Master Plan 1.4 	Alex Kramer	10 (start ≈ 10:05am)	Information, Discussion
F. Career Exploration Experiences for Students (EMP 3.11) <ul style="list-style-type: none"> Update on progress related to Educational Master Plan 3.11 	Alex Kramer	10	Information, Discussion

		(start ≈ 10:15am)	
<p>G. <u>Strategic Enrollment Management Plan</u> (SEM) Updates</p> <ol style="list-style-type: none"> 1. 1.2.6 - Increase the number of Adult Education and English as a Second Language (ESL) students to Cañada College degree and certificate programs. <ul style="list-style-type: none"> • Presenter: Alex Kramer 2. 1.2.7 - Implement Living The Promise MOU (Sequoia Union High School District, Cañada College, SFSU, CSU East Bay) <ul style="list-style-type: none"> • Presenter: Stephen Redmond 3. 2.1.1 - Create a one-year course schedule <ul style="list-style-type: none"> • Presenter: Ameer Thompson 4. 2.1.3 - Schedule summer courses and bridge programs (e.g., Jams) to support student completion <ul style="list-style-type: none"> • Presenter: Ameer Thompson 5. 2.1.5 - Implement degree/certificates that are obtainable via evening, weekend and online <ul style="list-style-type: none"> • Presenter: James Carranza 6. 2.2.1 - Provide support for faculty to learn current standards (i.e., CVC-OEI, accessibility standards, Universal Design for Learning) to ensure courses are equitable, engaging, and effective for students <ul style="list-style-type: none"> • Presenter: Anniqua Rana 7. 2.2.2 - Ensure all faculty, staff, and students have access to the hardware and software technology resources needed for instruction in multiple modalities (EMP 4.10) <ul style="list-style-type: none"> • Presenter: Anniqua Rana 8. 2.2.3 - Provide training needed to ensure new technology resources facilitate quality teaching and learning <ul style="list-style-type: none"> • Presenter: Anniqua Rana 	Presenters for each item listed in the item description	40 in total, 5 minutes for each presentation (start ≈ 10:25am)	Information, Discussion
I. MESA Program Update	Rance Bobo	10	Information, Discussion

<ul style="list-style-type: none"> General update on the Math, Engineering & Science Achievement (MESA) Program. 		(start ≈ 11:05am)	
J. Curriculum Report	Palmer	5	Information
A. Important Dates:			Information
Adjournment	Hsieh and Eck		

IPC Members 2024-2025 (15 current voting members)

- 9 Faculty-appointed by Academic Senate**
 - Curriculum Committee Chair** – Lisa Palmer (term ends Spring 2025)
 - Faculty Assessment Coordinator** – Paul Roscelli (term ends Spring 2027)
 - Honors Coordinator** – Rebekah Taveau (term ends Spring 2025)
 - Faculty Equity Coordinator** – Kiran Malavade (term ends Spring 2025)
 - Counselor** – vacant
 - Librarian** – vacant
 - 3 Faculty Members-at-large** (faculty-at-large positions will be used to balance membership – adjunct, career education, division representation, etc.)
 - Erik Gaspar (term ends Spring 2026)
 - David Eck (term ends Spring 2026) (co-chair)
 - Julie Luu (Spring 2025 substitute for Allison Hughes)
- 2 Classified Members-at-large** – recommended by Classified Senate and appointed by CSEA:
 - Jose Zelaya (term ends Spring 2026)
 - Maribel Zarate (term ends Spring 2025)
- 2 Students-appointed by the ASCC** –
 - William Tseng
 - Nicolette Gualino
- 1 Instructional Technologist** - Lindsey Irizarry
- 1 Instructional Dean** – James Carranza (term ends Spring 2026)
- Dean of Planning, Research and Institutional Effectiveness** – Karen Engel
- Vice President of Instruction** - Chialin Hsieh (co-chair)