



Instructional Planning Council

May 2, 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
A. Approval of Agenda	Hsieh and Eck	2	Action
B. Approval of Minutes	Hsieh and Eck	2	Action
C. Facilities Master Plan – Addendum Update <ul style="list-style-type: none">Update on the District’s Facilities Master Plan (FMP), specifically an addendum update to the FMP.Presentation on the proposed addendum to the District’s FMP	Maria Mejia and Suniya 360 Architects	20 (start ≈ 9:35am)	Information, Discussion
D. IPC Faculty co-chair <ul style="list-style-type: none">Appoint co-chair for a 2-year term, Fall 2025 – Spring 2027As stated in our bylaws, the faculty co-chair must be a current faculty member of our council	Hsieh	5 (start ≈ 9:55am)	Action
E. Strategic Enrollment Management Plan (SEM) Updates <ol style="list-style-type: none">2.1.5 - Implement degree/certificates that are obtainable via evening, weekend and online<ul style="list-style-type: none">Presenter: James Carranza3.1.1 - Develop new and innovative strategies to ensure that all students are connected to and feel supported by their Interest Area Success	Presenters for each item listed in the item description	45 in total, 5 minutes for each presentation (start ≈ 10:00am)	Information, Discussion

<p>Team and Special Programs (e.g., Promise, EOPS, TRIO SSS, Puente, Umoja)</p> <ul style="list-style-type: none"> • Presenter: Ron Andrade <p>3. 3.1.2 - Develop, launch and sustain a First Year Experience program which engages all Interest Areas and Special Programs</p> <ul style="list-style-type: none"> • Presenter: Ron Andrade <p>4. 3.3.1 - Sustain and align Interest Area Success Teams with Special Programs to provide effective and timely academic support</p> <ul style="list-style-type: none"> • Presenter: Ron Andrade <p>5. 3.3.2 - Develop and sustain processes for Interest Area Success Teams and Special Programs to monitor student progress, including course retention, course success, semester-to-semester persistence, goal completion, and strategic planning for intrusive support</p> <ul style="list-style-type: none"> • Presenter: Ron Andrade <p>6. 4.1.6 - Develop, launch, and support the proposed Faculty Academy of Antiracist, Equity-minded Pedagogy and Classroom Practices, as well as other faculty-driven teaching and learning opportunities, to help students, particularly those who are disproportionately-impacted, succeed (e.g., culturally responsive teaching, which includes course design and pedagogy)</p> <ul style="list-style-type: none"> • Presenter: Anniqua Rana <p>7. 4.1.7 - Support the participation of underrepresented students in program-relevant, experiential, and work-based learning that supports academic program completion</p> <ul style="list-style-type: none"> • Presenter: Alex Kramer 			
<p>F. Suggested Revision to Strategic Enrollment Management Plan Timeline</p> <ul style="list-style-type: none"> • Discussion of proposed changed to SEM plan timeline. • The final decision on whether to change will be made at PBC. 	Hsieh	5 (start ≈ 10:45am)	Information
<p>G. Strategic Stewardship of FTEF Allocation: Aligning Resources with Student Success and Institutional Priorities</p> <ul style="list-style-type: none"> • FTEF = Full-time Equivalent Faculty (FTEFs), which measures the overall number of sections the college offers. 	Hsieh	25 (start ≈ 10:50am)	Discussion

<ul style="list-style-type: none"> This agenda item is on how the Office of Instruction is managing the college's course schedule in terms of general FTEs given the current District Budget. 			
H. <u>Annual Evaluation of Participatory Governance</u> <ul style="list-style-type: none"> Please complete PRIE's annual survey on participatory governance—our governance process doesn't get better unless you tell us how to make it better! 	Eck	5	
I. Curriculum Report	Palmer	5	Information
Important Dates: a. We have one more IPC meeting scheduled for this year: May 16.			Information
K. 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)



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C. IPC Co-Chair (Fall 2025-Spring 2027) -- Still need?			Action
D. Reassigned Time timeline update (just need to update the dates to Fall 2025)		5	Action
Student Equity and Achievement Plan (SEAP) - Ideas for a New Plan <ul style="list-style-type: none">Presentation on disproportionally impacted student populations at Cañada CollegeThe purpose of this agenda item is to seek “blue sky” ideas on possible actions for a new Student Equity and Achievement Plan (2025-2028)	Kiran Malavade, Michiko Kealoha, and Karen Engel	25 (start ≈ 9:35am)	Information, Discussion
Draft Update to Rubric for Comprehensive Program Review Questions <ul style="list-style-type: none">This agenda item will seek feedback a draft update to the rubric that IPC uses to review comprehensive program review submissions.	Eck	20	Information, Discussion

<u>Strategic Enrollment Management Plan</u> (SEM) Updates 1. 4.1.8 2. 4.1.9 3. 4.1.10 4. 5.1.1 5. 5.2.1 6. 5.2.2	Presenters for each item listed in the item description	30 in total, 5 mins per presentation 5 5 5 5 5 5	Information, Discussion
FTEFs and the District Budget?			
Honors Program Update	Taveau	10	Information
Umoja Program Update	Ware	10	Information
A. Curriculum Report	Palmer	5	Information
Important Dates			
E. Adjournment	Hsieh and Eck		

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. (1.4; 1.8)
- Annually review how the campus is meeting 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. (EMP 1.9; 1.19; 2.3; 2.5; 4.10; 4.11) (SEM 4.1.6, 4.1.8, 4.1.10, 2.2.1, 1.2.2)
- Review and provide feedback on reassigned time applications.

Goals for 2024-2025

- 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)
 - Collaborate to make recommendations to Academic Senate to update instructional program review questions to infuse equity into program review (Fall and Spring)

SEM 1.2.2: Provide faculty support and professional development to ensure an effective dual-enrollment program

SEM 2.1.4: Continue to assess our course offerings to determine the feasibility of online degrees and certificates

SEM 2.1.5: Implement degree/certificates that are obtainable via evening, weekend, and online

SEM 2.1.6: Offer key courses in multiple instructional modalities

SEM 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

SEM 4.1.6: Develop, launch, and support the proposed Faculty Academy of Antiracist, Equity-minded Pedagogy and Classroom Practices, as well as other faculty-driven teaching and learning opportunities, to help students

SEM 4.1.8: Provide opportunities for faculty to advance equity-mindedness in their discipline or practices.

SEM: 4.1.10: Provide regular and frequent pedagogical training opportunities for faculty (i.e., Faculty Learning Program)

EMP 2-1 Increase support for faculty to provide individualized attention (Umoja practices)

EMP 2-2 Increase the use of equity-minded curriculum

EMP 2-3 Increase resources for faculty professional development

EMP 2-4 Sustain and expand faculty learning communities