



Instructional Planning Council

February 21, 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. ACCJC Standard 2.4, 2.5, 2.6, and 2.7 <ul style="list-style-type: none"> • IPC will provide feedback on the draft standards as a group. Individuals can alternatively provide feedback on their own. If doing an individual review, please return to the meeting in time for the next agenda item. • General questions for the feedback: <ol style="list-style-type: none"> 1. What are we missing? Do we have evidence? Do we have examples 2. Focus on big picture: the writing team will revise grammar and tone over the summer. 	Engel and Lacefield	40 (start ≈ 9:35am)	Discussion
D. Program Learning Outcomes (ACCJC 2) <ul style="list-style-type: none"> • Update on Program Learning Outcomes 	Roscelli	10 (start ≈ 10:15am)	Information/ Discussion
E. Reassigned Time Accountability and Reporting Framework Discussion – Workgroup <ul style="list-style-type: none"> • Follow up on February 7 IPC discussion of this topic. 	Eck/Chialin	5	Action

<ul style="list-style-type: none"> This workgroup would consider the feedback of whether there should be any changes to the reassigned process related to accountability and reporting. Suggested workgroup members: Lisa Palmer, Erik Gaspar, and Paul Roscelli, and VP Hsieh 			
<p>F. Strategic Enrollment Management Plan (SEM) Update</p> <ol style="list-style-type: none"> 1.1.1 – Presenters: Frank Nguyen, Lisa Palmer, and Trang Luong 1.1.2 – Presenters: Frank Nguyen, Lisa Palmer, and Trang Luong 1.1.3 – Presenters: Frank Nguyen, Lisa Palmer, and Trang Luong 1.1.4 – Presenters: Max Hartman and Trang Loung 1.1.5 – Presenters: Karen Engel, Alex Claxton, and Max Hartman <p>Link to the Strategic Enrollment Management Plan (2023-2025)</p>	Presenters for each item listed in the item description	25 in total, 5 minutes each (start ≈ 10:20am)	Information/ Discussion
<p>G. Curriculum Report</p>	Palmer	5	Information
<p>H. Funeral Services Program Improvement and Viability (PIV) - Committee Report</p> <ul style="list-style-type: none"> During this agenda item, IPC will receive the Funeral Services Program Improvement and Viability report. As part of the general PIV process, IPC will provide feedback on the report. This feedback will be forwarded with the committee report to Academic Senate. The goal is for IPC to submit its feedback at its next meeting. IPC members should review the committee report in detail before our next meeting so that we can focus on what feedback we would like to forward as a council. 	Hirzel	20 (start ≈ 11:05am)	Discussion
<p>I. General College Enrollments Update</p> <ul style="list-style-type: none"> This agenda item might be moved to a later meeting depending on other agenda items. 	Hsieh	10	Information/ Discussion
<p>G. Important Dates: March 21st Instructional Program Review Presentations</p>			Information

H. Adjournment	Hsieh and Eck		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. (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