



Instructional Planning Council

April 17, 2026

Time: 9:30am-11:30am

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

Remote Option: [Zoom link](#) (Meeting ID: 833 6492 6416)

AGENDA ITEM	PRESENTER	TIME	PROCESS
A. Approval of Agenda	Hsieh and Eck	2	Action
B. Approval of Minutes	Hsieh and Eck	2	Action
C. <u>Health Care Access and Information (HCAI) Out-of-Cycle Reassigned Time Position Request (Grant-Funded)</u> <ul style="list-style-type: none"> • 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. 	Alex Kramer	(start ≈ 9:33am) 1	Information
D. <u>Early Childhood Education Pre-Apprenticeship Coordinator Out-of-Cycle Reassigned Time Position Request (Grant-Funded)</u> <ul style="list-style-type: none"> • 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. 	Alex Kramer	(start ≈ 9:33am) 1	Information
E. Critical Questions for Non-Personnel Resource Request Process <ul style="list-style-type: none"> • Brief background on the “Critical Questions” for Non-Personnel Resource Request Process • Proposed revision of questions for the 2026-2027 non-personnel request process 	Wissem Bennani	(start ≈ 9:35am) 10	Information, Discussion

<p>F. Uplifting Universal Design for Learning and Course Accessibility @Cañada - Updates on the Accessibility Capability Maturity Model (ACMM) and ADA Title II requirements.</p> <ul style="list-style-type: none"> ○ This item also addresses Strategic Enrollment Management Plan initiative 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 	<p>The Instructional Technology & Design Team: Anniqua Rana, Allison Hughes, Jennifer McGuire, Lindsey Irizarry, Nada Nekrep, Sarah Harmon</p>	<p>(start ≈ 9:45am) 10 10</p>	<p>Information, Discussion</p>
<p>G. <u>Strategic Enrollment Management</u> Plan Updates – KAD focused Initiative</p> <ul style="list-style-type: none"> ● SEM 5.2.1 - Develop new Kinesiology, Athletics, & Dance programs and certifications in collaboration with the Community Fitness operations in Building 1 such that students have access to on-site job training and workforce development opportunities that effectively prepare them for health and fitness-related employment in the region 	<p>Kat Sullivan-Torrez</p>	<p>(start ≈ 10:05am) 5 5</p>	<p>Information, Discussion</p>
<p>H. <u>Strategic Enrollment Management</u> Plan Updates – Career Education Related Initiatives</p> <ul style="list-style-type: none"> ● SEM 1.2.6 - Increase the number of Adult Education and English as a Second Language (ESL) students to Cañada College degree and certificate programs. ● SEM 4.1.7 (and EMP 3.11) - Support the participation of underrepresented students in program-relevant, experiential, and work-based learning that supports academic program completion ● SEM 5.2.2 (and EMP 1.4) - Increase the number of course offerings and support services at the Menlo Park site and/or other off-campus locations (East Palo Alto) to support program completion and help students access needed courses closer to home 	<p>Alex Kramer, Jasmine Jaciw</p>	<p>(start ≈ 10:15am) 15 5</p>	<p>Information, Discussion</p>
<p>I. <u>Strategic Enrollment Management</u> Plan Updates – Retention, Guided Pathways, and NOW (Nights, Online, and Weekends) Related Initiatives</p>	<p>Ron Andrade</p>	<p>(start ≈ 10:35am) 40 10</p>	<p>Information, Discussion</p>

<ul style="list-style-type: none"> • SEM 2.1.3: Schedule summer courses and bridge programs (e.g., Jams) to support student completion • SEM 2.1.5: Implement degrees/certificates that are obtainable via evening, weekend, and online • SEM 3.1.1: Develop new and innovative strategies to ensure that all students are connected to and feel supported by their Interest Area Success Team and Special Programs (e.g., Promise, EOPS, TRIO SSS, Puente, Umoja, etc.) • SEM 3.1.2: Develop, launch, and sustain a First Year Experience program which engages all Interest Areas and Special Programs • SEM 3.2.1: Align all proactive strategies for registration support across Interest Area Success Teams and Special Programs • SEM 3.2.2: Implement and scale proactive strategies for registration support for Interest Area Success Teams and Special Programs (e.g., Priority Registration, Open Registration, Peak Time Late Adds) • SEM 3.3.1: Sustain and align Interest Area Success Teams with Special Programs to provide effective and timely academic support • SEM 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, and goal completion • SEM 4.1.9: Provide opportunities for Success Teams to advance equity-minded student support practices 			
J. Curriculum Report	Adriana Lugo	(start ≈ 11:25am) 5	Information
K. Agenda Item Requests/Suggestions for Future IPC Meetings <ul style="list-style-type: none"> • Opportunity to request agenda items for future meetings • Agenda requests can also be made by emailing the IPC co-chairs Chialin Hsieh (hsiehc@smccd.edu) and Dave Eck (eckd@smccd.edu) • When building IPC agendas, the co-chairs consider the IPC bylaws as well as general time constraints. 	Hsieh and Eck	(start ≈ 11:30am) 1	Information
L. Important Dates: <ul style="list-style-type: none"> • We currently have two IPC meetings on our calendars for May: May 1 and May 15. At the May 1 meeting, we will confirm whether we need the May 15 meeting. 			Information

<ul style="list-style-type: none"> At the May 1 IPC meeting, we will be taking nominations and voting for the IPC faculty co-chair position. 		
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.

IPC Goals for 2025-2026

- Provide substantive, constructive 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)
- Provide assistance on EMP 1.8: Ensure program viability
- Provide assistance on EMP 1.15: Create and scale the first-year experience program