



**Instructional Planning Council
December 5, 2025 Agenda**

Time: 9:30am-11:30am

In-Person Option: No in-person option for this meeting

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

AGENDA ITEM	PRESENTER	Time	PROCESS
A. Approval of Agenda	Dave Eck	2	Action
B. Approval of Minutes <ul style="list-style-type: none">October 17, 2025 MinutesOctober 31, 2025 MinutesNovember 21, 2025 Minutes	Dave Eck	3	Action
C. Reassigned Time – Position Application Review <ul style="list-style-type: none">During this agenda item, IPC members will review each position application. As a starting point for application, we will use the collective survey results from the “IPC Reassigned Time Rating Form - Fall 2025” that was sent to IPC members prior to the meeting. The discussion is an opportunity to revise or add to the survey feedback.At the end of the agenda item, IPC will vote on forwarding feedback for each application (for a non-Grant Funded position) to the VPI for consideration. Renewals - College-Wide Positions <ol style="list-style-type: none">Dual Enrollment Faculty CoordinatorFaculty Learning Program CoordinatorFlex Day CoordinatorOnline Instruction (Distance Education) Coordinator	Dave Eck	70 (start ≈ 9:35am)	Action

<p>Renewals - Department/Program Positions</p> <ol style="list-style-type: none"> 1. Chemistry Department Coordinator 2. Controlled Digital Lending Coordinator 3. Dual Enrollment - Economics Implementation Pilot 4. Dual Enrollment - History Implementation Pilot 5. English Department Coordinator 6. Human Services Coordinator 7. Social Sciences Coordinator 8. Writing Center Coordinator <p>New Positions</p> <ol style="list-style-type: none"> 1. Curriculum Committee Bachelor's Program Officer (College-wide position) 2. Math Faculty Coordinator (Program/Department position) 3. Physics and Astronomy Department Coordinator (Program/Department position) <p>Grant Funded Position</p> <ul style="list-style-type: none"> • Bachelors of Science in Interaction Design (IXD) Development (new - Program/Department position) 			
<p>D. District and College Budget Update</p> <ul style="list-style-type: none"> • This agenda item will share highlights from the October 15 PBC presentation: 2025-26 Adopted Budget and Multi-year Budget Projections 	Ludmilla Prisecar	20 (start ≈ 10:45am)	Information, Discussion
<p>E. Next Steps from Student Learning Outcome Assessment Discussion</p> <ul style="list-style-type: none"> • Follow-up on October 17 IPC discussion of SLO assessment process. • One item raised during the October 17 discussion was whether our SLO/PLO assessment cycle should be aligned with the 5-year curriculum cycle for non-CTE courses and/or our non-CTE program review cycle. • This agenda item is an opportunity for IPC to recommend next steps for considering changes to the SLO/PLO assessment cycle and/or program review cycle. 	Paul Roscelli	15 (start ≈ 11:05am)	Discussion, Action
<p>F. Feedback on Instructional Program Review Process</p> <ul style="list-style-type: none"> • We will do the complete feedback on the program review process in the Spring. 	Dave Eck	2 (start ≈ 11:20am)	Information,

<ul style="list-style-type: none"> With the limited time today, I wanted to encourage folks to note exemplary responses that you think would be helpful examples for future year program review writers. In particular, please share if your group didn't select the "Exemplary" response in the rubric form. 			
G. Curriculum Report	Adriana Lugo	3	Information
H. Important Dates: <ul style="list-style-type: none"> March 20 Instructional Program Review Presentations 			Information
I. Adjournment	Dave 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.

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