

## INSTRUCTIONAL PLANNING COUNCIL

### Role

- Develops, implements, evaluates and revises college plans and initiatives relevant to Instruction, both short- and long-term
- Develops, reviews, updates, and implements the Program Review and Planning (PRP) process for Instruction, including the form and data elements to be used
- Reviews, summarizes, and provides feedback on PRPs and makes funding recommendations
- Summarizes and recommends global priorities for Instruction as a result of PRP reviews, including budget allocations, equipment, technology, facilities, and other resources essential to support instruction and the success of students
- Develops and updates the Staffing Plan for Instruction utilizing PRP and data provided by Human Resource Services
- Makes recommendations and provides input to the District's Educational Master Plan and the Strategic Plan
- Implements goals and objectives of the Annual Action Plan as assigned by SPC
- Makes recommendations on matters relevant to Instruction or the District at the request of SPC
- Convenes IPC subcommittee to (a) review and update the process [qualitative and quantitative elements and instruments] and timeline for full-time faculty position requests and (b) annually develop and recommend a prioritized list of full-time faculty positions, forwarded to SPC for information

### Products

- Program Review and Planning summaries and funding recommendations
- Recommendations for global needs for Instruction, as determined from PRP analysis
- Progress reports on assigned Annual Action Plans
- Annual goals and accomplishments
- Full-time Faculty Position Priority Recommendations
- Other products as determined through College planning and operational matters

### Reporting Relationship

Strategic Planning Council

### Meeting Schedule

Second and Fourth Wednesday of the month from 2:30 p.m. to 4:30 p.m. (or more frequently as needed for special tasks)

### Chair

Vice President, Instruction

**Members**

- \*Five (5) instructional deans
- \*Seven (7) Faculty Members (one each from the five instructional divisions, Library, and Student Services appointed by Faculty Senate)
- One Professional Development Coordinator
- \*One Faculty Member who is also on the Faculty Senate appointed by the Faculty Senate
- \*One SLOAC Coordinator
- Two Classified Unit Employees (One from Instruction and One from Student Services) appointed by CCE/AFT
- One Student appointed by ASG
- Director of Occupational and Non-Credit Programs
- Research Analyst
- One Confidential and Supervisory Team representative appointed by CAST
- One Administrator appointed by AA

\*The Faculty Position Priority Subcommittee membership includes asterisked members plus two (2) faculty appointed by the Faculty Senate.

Approved by SPC 10-07-03  
Latest Revision 05-15-18