



**Instructional Planning Council
Agenda**

September 15, 2023
9:30am-11:30am
Zoom/3-104

| AGENDA ITEM | PRESENTER | Time (Minutes) | PROCESS (action, information, discussion) |
|--|------------------------|-------------------|--|
| A. Approval of Agenda | Tedone-Goldstone | 2 | Action |
| B. Approval of Minutes (September 1, 2023) | Tedone-Goldstone | 2 | Action |
| C. PBC Representative • Seeking IPC member | Tedone-Goldstone/Hsieh | 5 | Discussion/Action |
| D. IPC Goals for 2023-2024 | Tedone-Goldstone/Hsieh | 15 | Discussion/Action |
| E. Funeral Program Update (EMP 1.4; By Law #7) | Thompson | 15 | Discussion |
| F. Course Schedule Handbook—DRAFT (EMP 1.3, 1.16, and 4.12) | Office of Instruction | 15 | Discussion |
| G. Offer key courses in various modalities (EMP 1.3 and 4.12) | Office of Instruction | 15 | Discussion |
| H. Membership a. Short-term role: Instructional designer in IPC b. Long-term membership? | Tedone-Goldstone/Hsieh | 10 | Discussion |
| I. Reassigned time process and due dates (By Law 10) | Tedone-Goldstone/Hsieh | 5 | Discussion |

| | | | |
|---|------------------------|----|-------------|
| J. Curriculum Report | Palmer | 10 | Information |
| K. Good of the order | Tedone-Goldstone/Hsieh | 2 | Information |
| <p>L. Important Dates:</p> <ul style="list-style-type: none"> • Program Review <ul style="list-style-type: none"> ○ October 13: Instructional Comprehensive Program Review, Mid-Cycle Review, or Annual Update due ○ October 27: Dean/VP feedback due ○ November 3: Review and incorporate supervisor's feedback due (final deadline) • Time Reassigned (New, Renewals, & Revisions) <ul style="list-style-type: none"> ○ November 10: Online applications due for all new, renewal and revised positions ○ Renewal schedule by position ○ November 17: Dean/VP review, provide recommendations, sign and submit applications to Office of Instruction ○ December 1: IPC will review the applications for Faculty Reassignment, provide feedback, and vote on their recommendation (by position). Reassigned time authors are invited to attend. | | | Information |
| M. Adjournment | | | Action |