



Instructional  
Planning  
Council  
BYLAWS

## **PURPOSE**

### ***Role***

The Instructional Planning Council (IPC), in accordance with the Academic Senate guidelines, is advisory to the Planning and Budget Council (PBC) on a range of issues related to instruction.

### ***Responsibilities***

These advisory tasks include:

1. Develop and oversee the annual process of instructional program review (on behalf of Academic Senate)
2. Provide feedback on instructional program review narratives in accordance with the Academic Senate guidelines.
3. Evaluate the instructional program review process yearly.
4. Host Instructional Program Review presentations (this could include a collaboration with SSPC).
5. Coordinate the annual program review college-wide process (including the timeline, communication, due dates) in collaboration with all councils and appropriate workgroups
6. Recommend and review policies and procedures as they relate to instruction.
7. Provide support and feedback on the development of new instructional programs and instructional program discontinuance.
8. Regularly monitor through the agenda process how the campus is meeting relevant parts of ACCJC Standard II.
9. Completion of a yearly review of the purpose and the role of the Instructional Planning Council.
10. Discuss and identify innovative instructional methods and opportunities to enhance teaching and learning.
11. Review and provide feedback on reassigned time applications.

## **MEMBERSHIP**

### ***Composition***

- 17 voting members
- 9 Faculty – appointed by Academic Senate
  - 6 Faculty Positions
    - Curriculum Committee Chair
    - Instructional Assessment Coordinator
    - Honors Transfer Program Coordinator
    - Faculty Equity Coordinator
    - Counselor
    - Librarian
  - 3 Faculty Members-at-large (faculty-at-large positions will be used to balance membership – adjunct, career education, division representation, etc.)
- 2 Classified Staff Members-at-large – recommended by Classified Senate and appointed by CSEA
- 1 Instructional Technologist
- 2 Students – appointed by the ASCC

- 1 Instructional Dean
- Dean of Planning, Research and Institutional Effectiveness
- Vice President of Instruction

### ***Membership Terms***

Terms for classified staff members-at-large, instructional dean, counselor, librarian, and faculty members-at-large will be for two years (August-June) except for initial appointments and any mid-term replacements, which will result in staggered terms. Appointments will be made by June preceding the terms of appointment. Student terms will be for one year (August 15 - June 30) with appointments made in August.

### ***How Members are Appointed or Selected***

Faculty are appointed by Academic Senate, and classified staff are recommended by Classified Senate and appointed by CSEA. Students are appointed by the ASCC.

### ***Annual Orientation of Members***

All new members must complete PBC's orientation on college participatory governance.

### ***Expectations of Service***

Expectations of service follow PBC's guidelines:

- Members will commit to attend and prepare for IPC meetings
- Members will notify co-chairs if unable to attend scheduled meetings
- Meetings will start on time
- Members will provide information to and solicit feedback from constituent groups

### ***Removal***

Members may be removed or asked to resign by consensus of the other members, after three (3) absences in one semester, per PBC's guidelines.

## **CO-CHAIR SELECTION**

The co-chairs will comprise of the Vice President of Instruction and one faculty member from the faculty position list. The faculty co-chair will be elected by the committee for a two-year term and will be selected by the last meeting of the spring semester in preparation for the upcoming academic year.

## **PBC REPRESENTATIVE**

The IPC will elect one committee member to serve on PBC as IPC's representative. The member will be elected by the committee for a one-year term and will be selected by the last meeting of the spring semester in preparation for the upcoming academic year.

## **ADMINISTRATIVE SUPPORT**

The Vice President of Instruction's office will provide appropriate clerical support to the IPC. Clerical assistance will include: designate a person to take notes, prepare and distribute agendas, attend meetings and prepare minutes, and will maintain and post materials to the IPC website.

## **DISSEMINATION OF INFORMATION**

Agendas will be distributed by the Vice President of Instruction's office in advance of meetings to the College community.

## **MEETINGS**

### *Creating meeting agendas*

IPC Co-Chairs will be responsible for developing the agendas. Council members may request that an item be included on the agenda by contacting one of the co-chairs.

### *Procedure for Conduct of Meetings*

#### A. Consensus Method:

The IPC makes decisions democratically by polling appointed members to determine if general agreement has been reached.

#### B. Quorum:

A quorum must be present in order to forward a specific recommendation to the PBC. In the absence of a quorum, discussion may take place, but final action must be taken at a later meeting when a quorum is present. A quorum is defined as 50% plus one (1) of the Council's voting members.

#### C. The IPC will meet most 1<sup>st</sup> and 3<sup>rd</sup> Fridays of the month.

## **ACTIONS & DECISIONS/RECOMMENDATIONS**

Actions, decisions and/or recommendations will be forwarded to the PBC, Academic Senate, and/or all appropriate groups. Any member of the IPC can submit a brief rationale for their vote which can be shared along with the recommendation.

## **BYLAWS CHANGE PROCESS**

Any member of the IPC may propose a change to the Bylaws. The Bylaws can be amended and adopted by consensus of the members of the IPC.

## **EVALUATION**

Yearly summary of progress and possible suggestions will be presented to PBC.