PALOMAR COLLEGE
Learning for Success

# GOVERNANCE STRUCTURE GROUP REQUEST

| **Request submitted by** | **Date** |
|---|---|
| Berta Cuaron | 4/2/02 (rev. 4/16/02, 5/7/02**, 9/16/03, 10/7/03, 10/13/04, 1/25/06, 1/27/06, 2/8/06**) |

**Proposed Name of Requested Group**
Instructional Planning Council

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|---|---|---|---|---|---|---|---|
| X | **Council** | | **Committee** | X | **Subcommittee** | | **Task Force** |

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| **Action Requested:** | | **Add** | | **Delete** | X | **Change** | |

**Role, Products, Reporting Relationships:**

Role: The Instructional Planning Council develops, implements, evaluates continuously and revises, if necessary, Instruction's plans and initiatives, both long- and short-term. A three-year planning cycle is used to implement the Instruction Strategic Plan. An Annual Implementation Plan outlines the tasks and actions to be accomplished during the upcoming year. The Instructional Planning Council reports its actions, makes recommendations and requests related to the Instruction Plan and to policies and procedures related to Instruction in response to the changing needs of the student population, business and industry, and the internal and external environment. Based on plans, determine staffing needs. *For prioritizing faculty positions, IPC will convene a subcommittee to develop each year's prioritized list of faculty positions for discussion and endorsement by IPC who will then forward the recommendation to SPC.

Products: Instruction Strategic Plan, Annual Implementation Plan (including staffing, equipment, facilities, technology, and budget recommendations), Criteria for Annual Evaluation of the planning outcomes, Annual Progress Report, Policies and Procedures recommendations related to Instruction, Annual Priorities of Staffing Needs.

Reporting Relationship: Strategic Planning Council

**Meeting Schedule:**
Second and Fourth Wednesdays, 2:30 to 4:00 p.m.

**Chair: ***Vice President, Instruction

**Members:**

*Five instructional deans
Director of Extended Education
*Seven Faculty Members (one each from the five instructional divisions, library, and student services appointed by Faculty Senate)
*One Faculty Member who is also on the Faculty Senate appointed by the Faculty Senate
Two Classified Unit Employees appointed by CCE/AFT (one from Instruction area)
One Student appointed by ASG
~~Manager, Worksite Education and Training~~ Director of Occupational and Non-Credit Programs
Research Analyst
One CAST Member appointed by CAST

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

If change is requested, attach current structure and list proposed changes.

Reviewed by Strategic Planning Council: Comments:

9/16/03 First Reading

10/7/03 Approved