



INSTRUCTIONAL PLANNING COUNCIL MINUTES

October 25, 2006

Members Present: Mark Bealo, Norma Bean, Richard Borden, Judy J. Cater, Berta Cuaron, Karen Huffman, Terry Humphrey, Chantal Maher, Wilma Owens, Peggy Richardson, Mollie Smith, Sara Thompson, Mark Vernoy, Debi Workman

Members Absent: Robert Fredericks, Katheryn Garlow, Becky McCluskey, Tina Riley, Pat Schwerdtfeger

Guest Present: Lynda Halttunen

Recorder: Suzanne M. Holt

I. Approval of October 11, 2006 Minutes

MSC Debi Workman / Sara Thompson to approve the minutes of October 11, 2006.

II. Presentation on “Early Acceptance” Program

Lynda Halttunen, Dean of Counseling Services, gave an overview of the “Early Acceptance” program. Of the 1,800 high school seniors who were assessed in Spring 2006, less than one-third of these students actually followed through with their registration date and then when they actually wanted to enroll, the classes they needed were closed. In addition, there is continued concern with low persistence of these first-time students from one semester to the next. It is the hope that the Early Acceptance Program may begin to improve the success of these students.

The program provides high school seniors who have completed their assessment with an early registration date for the Fall. These students are invited to the San Marcos campus in June for an orientation that will include completing an education plan, registering for their first semester of classes, and touring the campus. The hope is that these students will be able to enroll in the appropriate English and Math classes in order to build their foundation for success in all other classes as well getting them started on the right foot. Berta Cuaron stated that statistics show that 63% of students who successfully complete a basic skills course (English, Math, Reading) are better prepared to persist through their college goals. With an increased focus on student persistence in the Annual Implementation Plan, this program directly addresses this concern.

It was suggested that students activate their Palomar College E-mail, but it was pointed out that students don't check their E-mail. Lynda Halttunen stated that E-mail could be built in based on institutional effectiveness, practices will have to be examined for best results. Another suggestion was to have parent orientations, by inviting parents to show them what the students learn at the orientations, which is already being done. It was noted that there has been incredible progress made with the program, as it is key that students get in the right classes the first semester.

III. AIP – Activities 1-4

The Annual Implementation Plan (AIP) was approved by the Strategic Planning Council (SPC) on October 17, 2006, with some minor changes

The question was asked why IPC is not listed on the assigned groups of Activity 6, although the Faculty Senate is listed. The response is that President Deegan wanted to be the lead support. After further discussion, it was agreed that Berta Cuaron will bring the question of why IPC is not listed on the assigned groups of Activity 6 of the AIP to the next SPC meeting.

Sara Thompson stated that the Institutional Review Committee (IRC) is asking all of the Planning Councils to provide guidelines of information that they will need to gather and what questions to ask, plus specifics with data from IPC, in order to tie IRC to the AIP. She requests that this item be placed on the next few IPC agendas for discussion.

Berta Cuaron stated that IPC will continue to focus on Activities 1-4 of the AIP, to incorporate using some of the ideas from the last meeting. A priority list will be developed for one-time funds.

IV. Organizational Structure

Berta Cuaron stated that she had E-mailed the budget and Accounting Manual (BAM), Chapter 4: Accounting for Expenditures and Other Outgo to the IPC members.

It was suggested that an organizational structure scenario could be done of the future Fallbrook Center in IPC. The scenario could include opening the Center with 3,000-4,000 students, determining what classified and administrative positions would be needed to support these students, based on the projected FTES. This would be a good exercise and would take away some of the concern around such planning. This planning would provide an opportunity for creativity in starting a new center with fundamental support services without anyone feeling his/her job was in jeopardy or being analyzed. It was pointed out that Mark Vernoy has the original proposal for the future Fallbrook Center.

Any good organizational ideas for the Fallbrook Center could possibly be integrated at the San Marcos campus. There was discussion of the Escondido Center and what was done there in terms of downsizing, etc. It was stated that some mistakes were made at the Escondido Center and one of the main problems is that no one has ownership of the center and so the classes scheduled continue to change with no planning. It was suggested that it might be helpful to have a list of what not to do from Norma Bean.

The question was asked of how Riverside Community College became a multi-campus district and how centers are run before they are split up into a multi-campus. It was pointed out that the paperwork for the new education centers for Palomar is in progress. The definitions of differences of a multi-campus versus a college and centers must be considered with all of the issues and parameters. It was stated that more Gooder data is needed. A question was also raised as to what criteria were used when Riverside CC decided to move to a multi-college structure. Berta Cuaron stated that she would research this item and bring additional information regarding Riverside CC multi-campus to a future IPC meeting.

In developing the organizational structure for the Fallbrook Center, it should allow for gradual growth so that modifications can be made as needed that allow the instructional programs to grow and the support services and staffing needed to support the growth can be added.

V. **One-Time Funding Priorities**

Berta Cuaron stated that the District one-time funds will be discussed at the next meeting, starting with priorities.

VI. **IPC Meeting Dates in November**

Meeting dates in November have to be changed. IPC will not meet November 8 and 22 and December 13. After discussion, the last two meeting dates of the semester will be November 29, 2006, 1:30 to 3:00 p.m. and December 6, 2006, 1:30 to 3:00 p.m., with the meeting room to be determined.

It was stated that the IPC subcommittee needs to meet before the end of the semester in order to finalize the faculty position requests. The document of the comments from other faculty members will be sent to those on the subcommittee. The request for new faculty positions will be made early in the Spring.

VII. **Other**

A question was raised in reference to the status of the Regional Occupational Program(ROP). The Hancock Bill – AB 2448, signed by the Governor, is new legislation that requires ROP programs to serve a student population with no more than 10% adults. The ROP programs at Palomar College will have to be reviewed as to how they fit into Palomar and its instructional programs, either as credit or non-credit curriculum. The Faculty Senate and PFF will begin discussing the ROP programs and how they appropriately fit into Palomar.

The meeting was adjourned at 4:15 p.m.