



**INSTRUCTIONAL PLANNING
COUNCIL
Minutes
DRAFT**

February 22 2006

Members Present:

Mark Bealo, Norma Bean, Richard Borden, Judy Cater, Berta Cuaron, Kent Du, Karen Huffman, Terry Humphrey, Chantal Maher, Becky McCluskey, Wilma Owens, Pat Schwerdtfeger, Debi Workman

IPC Members Absent: Katheryn Garlow, Peggy Richardson, Tina Riley, Sara Thompson, Mark Vernoy

Guest: Tom Plotts

Recorder: Lisa Hornsby

I. Approval of February 8, 2006 Minutes:

MSC Pat Schwerdtfeger / Judy Cater to approve minutes of February 8, 2006 meeting. Abstained - R. Borden

II. Institutional Review

In discussing Institutional Review, Berta Cuaron suggested developing a list of commonalities in the area of needs, issues, and planning. The council identified the following:

Needs

Faculty – approaching retirement/replacements/assigned time
Staffing – replacement/growth issues
Facilities/classroom issues – child development center/PE test facility/theatre
Instructional equipment
Printing budgets
Professional development
Technology – hardware/software
Campus beautification

Issues

Retention/persistence
Assessment
Outreach – assessment – from high school
Articulation/transfer to 4 year college
Growth – enrollment planning
Program coordination – aligning noncredit to credit
Funding/budget
WSCH/FTEF concerns related to

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Academic – prerequisites/repeatability

Planning – Vision

New degrees/program completion (existing programs)

Online classes

Partnership w/businesses & industry

Pedagogy sharing

More student involvement/input/engagement

New programs

Bond – Facilities Master Plan

Maintenance – facilities

Hispanic Serving Institution (25% of enrollments) credit side

Classroom efficiency

Grants - A process!

At the next IPC meeting, discussion on prioritizing each list will occur.

Recommendations to IRC include continuity of format in the summaries.

III. Update on Nursing Education Grant

Berta Cuaron informed the council that the System Office released in late December three grant opportunities for capacity building for nursing education programs. A letter of intent was submitted by Palomar indicating the nursing slots the college is currently serving and the additional students that could be served with grant funds. Palomar currently serves 30 students per semester plus an additional 6 that are funded through a System Office grant called Enrollment Growth. Ultimately, Palomar accommodates 72 new students in the Nursing program each year. Included in the letter of intent was the goal of the college to add 20 additional students in a weekend/evening program.

Berta Cuaron indicated that since fewer colleges submitted their letters of intent than there are funds, Palomar is guaranteed funding after the grant application process has been completed. The grant is currently being written by Judy Eckhart, Sara Thompson, Berta Cuaron, Michelle Barton, Anna Woodcock, and Debbie McBrayer. The grant is due to the System Office on Wednesday, March 1.

The grant funds will come to the college in three layers of grant funding. The first layer is for infrastructure; these funds are available immediately April 1, 2006 in the amount of \$179,000 and can be used through December. The grant will enable the college to build its infrastructure in terms of program coordination, program development, and staffing. Identification and confirmation of clinical sites at the surrounding hospitals that the college serves will be critical in the start up of the program. Equipment, supplies, classroom modifications and classroom furniture can be updated and replaced. The second layer of funding from July 1, 2006 through June 30, 2007 will provide an additional \$5,555 per new student, per year.

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The evening/weekend program will only start students once a year in the fall semester. In the first year, the program will be monitored closely to see how successful it is and to determine any retention issues. A key activity written into the grant includes additional student support services, counseling, and special tutoring group sessions.

The total program funding for two and a half years will be \$401,000, with \$179,000 in year one and \$111,100 in 06-07 and 07-08. In addition, Palomar will also realize the revenue from the additional FTES, which represents approximately 25 to 26 FTES each year, generating an additional \$100,000. Overall in the two and half year period, Palomar is looking at roughly \$600,000 that the grant will bring into the college.

The funds will support the Program Coordinator, two new faculty members that will start up the program in fall 2006, increased hours for the health program specialist position, and counseling and support services for students.

IV. SPC Agenda Items

At SPC Bonnie Dowd asked if the councils could designate representatives to look at some long range planning for the copiers at the college. Judy Cater and Mark Bealo volunteered.

V. Other:

Berta Cuaron gave an enrollment update indicating that the college is looking better on FTES, but could still be short of its base. The projection from Herman Lee indicates that the college is approximately below 250 – 270 Base FTES.

VI. Adjournment:

The meeting adjourned at 3:43 p.m.

The next meeting will be March 8, 2006, SU-18, 2:30-4:00 p.m.