



**INSTRUCTIONAL PLANNING
COUNCIL
Minutes
Approved**

February 8, 2006

Members Present:

Mark Bealo, Norma Bean, Judy Cater, Berta Cuaron, Kent Du, Katheryn Garlow, Karen Huffman, Terry Humphrey, Chantal Maher, Wilma Owens, Peggy Richardson, Pat Schwerdtfeger, Sara Thompson, Mark Vernoy, Debi Workman

IPC Members Absent: Richard Borden, Judy Dolan, Becky McCluskey, Tina Riley,

Recorder: Lisa Hornsby

I. Approval of January 25, 2005 Minutes:

MSC Mark Vernoy / Becky McCluskey to approve minutes of January 25, 2006 meeting, with corrections

Judy Dolan has a lab conflict with IPC meetings and is unable to continue this semester. IPC will request the Faculty Senate to appoint a replacement.

II. Rationale Form (Draft #5) for Faculty Position Priorities:

Berta Cuaron asked Mark Bealo if the rationale form was presented to the Faculty Senate for discussion and input. Mark Bealo indicated that he received only verbal feedback.

MSC Judy Cater / Norma Bean to approve modified rationale form for faculty positions priorities for 2006 – 2007 requests.

Berta Cuaron indicated that the changes would be made to the form and she will share the rationale form as an information item at SPC.

III. IPC Governance Structure Request Change

Berta Cuaron indicated the IPC Governance Structure form has been revised with the recommended changes. Under the narrative for Role, the following sentence has been added: "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".

Berta Cuaron informed the council that the form also shows a correction of an omission of membership. The correction includes "One faculty member who is also on the Faculty Senate appointed by the Faculty Senate." The form presented at the 1/25/06 meeting was not the most current form.

INSTRUCTIONAL PLANNING COUNCILS

January 25, 2005

Page 2

The “Manager, Worksite Education and Training” member has been unable to participate and the Council may want to identify a different designation from the Administrative Association. Wilma Owens recommended that the Manager, Worksite Education and Training member be replaced with the Director of Occupational and Non-Credit Programs.

MSC Mark Bealo / Debi Workman to approve Governance Structure form with noted changes.

IV. Institutional Review:

Sara Thompson presented to IPC the Institutional Review summaries from each of the divisions created for fiscal year 2005-2006. She suggested that IPC take one section at a time for review and discussion.

After discussion, it was agreed that IPC would focus on the two sections: Program Accomplishments for the Last Academic Year and Current Program Goals and Objectives. It was determined that all sections were not the same in each of the summaries. The Division Deans clarified the appropriate sections to be reviewed in their summaries:

Arts , Media, Business, and Computing Systems Division

Section 3 – Program Assessment

Section 5 – Current Program Goals and Objectives

Languages & Literature

Section 3 – Division Assessment

Section 5 – List Current Division Goals and Objectives

Career, Technical and Extended Education

Part C-1 – Institutional Programs, pages 1-11

Counseling Services Division

Page 1 – Following is a summary of each area: paragraph 1, The Counseling Department

Page 3 – Paragraph 4, The Instructional component of the Disability Resource Center

Mathematics and the Natural and Health Sciences Division

Section 2 – Program Assessment

Section 3 – program Accomplishments for the Last Academic Year (2004-2005)

Social and Behavioral Sciences Division

Section 1 – Progress Report, Review Previous Year Institutional Review

Section 3 – Program Assessment

Section 5 – List Current Program Goals and Objectives

V. Other:

INSTRUCTIONAL PLANNING COUNCILS

January 25, 2005

Page 3

- Norma Bean reminded IPC of the 60th Anniversary Expo, which is scheduled for Saturday, April 8, 11:00am – 2:00pm. She asked IPC members to encourage their departments to get involved.
- Berta Cuaron informed IPC that at the Chairs/Director Friday she encouraged the departments to consider adding sections to Fast Track 2 and Intersession. The initial FTES projections from Herman Lee indicate Palomar below base by approximately 350 credit FTES. Berta Cuaron also indicated that extensive marketing will be conducted to promote the Fast Track 2 and Intersession classes.

VI. Adjournment:

The meeting adjourned at 3:45 p.m.

The next meeting will be February 22, 2006, SU-18, 2:30-4:00 p.m.