



INSTRUCTIONAL PLANNING COUNCIL Minutes Draft

April 26, 2006

Members Present:

Norma Bean, Richard Borden, Berta Cuaron, Kent Du, Chantal Maher, Wilma Owens, Tina Riley, Mollie Smith, Sara Thompson, Mark Vernoy, Debi Workman

IPC Members Absent: Mark Bealo, Judy Cater, Katheryn Garlow, Karen Huffman, Terry Humphrey, Becky McCluskey, Peggy Richardson, Pat Schwerdtfeger,

Recorder: Lisa Hornsby

I. Approval of April 12, 2006 Minutes:

MSC Sara Thompson / Debi Workman to approve minutes of April 12, 2006 meeting, with correction.

II. Institutional Review

The committee reviewed the Instructional Programs Data Collection Form to discuss what had worked well in terms of completing the form and to recommend some changes to forward to IRC for consideration for next year.

Sara Thompson indicated that the data collected in the form have been in place two or three years and are open for change and additions. She indicated that on the Instructional Form, Facilities would like to have a space on Institutional Review so they can look at what departments needs are. The Non-Instructional form will be created next year and will include a section for classified staff. She also indicated that there will be a liaison between Institutional Review and Student Learning Outcomes to ensure that proper data is gathered as the Student Learning Outcomes process moves forward.

The recommendations IPC suggested include:

- Add new section "Resources Needed" in order to prioritize budget needs
 - Staffing
 - Facilities
 - Operational
 - Printing
- In section "2" change staff data elements to read faculty data elements
- Add Section to count administrative and classified positions
- Provide example of a well created Instructional Review Form
- Hotlink resource documents to each section
- Bullet point items in "program assessment"

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- Present “program accomplishments from last academic year” first
- Progress Report
 - List last year’s goals and objectives
 - identify if these goals have been met or not
 - if not, why

Berta Cuaron indicated that the committee would postpone looking at the Common Themes in Instructional Review and how or if they align with the 2009 Strategic Plan until the next meeting.

III. Faculty Priorities – Fall 2007

Berta Cuaron reviewed the handout of the Faculty Hiring Recommendations for 2007-08 that was presented to SPC last week. The handout will go back to SPC for a second reading on Tuesday, May 2. She pointed out that the September 1, 2006 date was selected to determine the Fall 2007 faculty headcount because retirements and resignations will have been submitted from this current academic year and then the baseline data formula can be applied. At this same time, full time faculty obligation will be reviewed from the system office.

IV. Budget / Enrollment Update

Berta Cuaron discussed the Ending Fund Balance Analysis and the Projected Increases and Decreases by Budget Fiscal Year presented by VP Dowd at the RAC meeting on April 10, 2006. Berta Cuaron asked the committee members to take this information back to their constituent groups to make them aware of the budget issues.

Berta Cuaron indicated that she is asking departments to consider adding sections on the San Marcos campus where there is student demand. She also indicated that the departments are being asked to add classes in summer in the twilight hour from 4:00 pm to 6:00 or 6:30 pm as there are a significant number of classrooms available. At the Escondido center, there are also several classrooms available during peak morning hours.

V. Organizational Structures in Instruction

Berta Cuaron indicated that next year the council will be looking at developing a long-range plan for organizational structures. As positions become available, the plan can be used to guide recommendations as to how and at what level positions could be filled.

VI. Other:

VII. Announcements:

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VIII. Adjournment:

The meeting adjourned at 4:04 p.m.

The final meeting for this fiscal year will be on May 3, 2006, President's Conference Room, 1:30-3:00 p.m.