



INSTRUCTIONAL PLANNING COUNCIL MINUTES

January 24, 2007

Members Present: Mark Bealo, Norma Bean, Richard Borden, Judy J. Cater, Berta Cuaron, Robert Frederick, Katheryn Garlow, Karen Huffman, Terry Humphrey, Chantal Maher, Peggy Richardson, Pat Schwerdtfeger, Mark Vernoy, Debi Workman

Members Absent: Becky McCluskey, Wilma Owens, Tina Riley, Mollie Smith, Sara Thompson

Recorder: Suzanne M. Holt

Berta Cuaron stated that Dean Sara Thompson was on a medical leave this semester. The interim Dean announcement has been sent out District-wide and any internal candidates will be interviewed to fill the job temporarily. All well wishes, thoughts and prayers for Sara are encouraged and greatly appreciated.

I. Approval of October 25, 2006 Minutes

MSC Judy Cater / Debi Workman to approve the minutes of October 25, 2006.

Approval of November 29, 2006 Minutes

MSC Judy Cater / Norma Bean to approve the minutes of November 29, 2006.

II. Accreditation Steering Committee

Berta Cuaron stated that she presented the Accreditation Steering Committee Governance Structure Group at the last meeting. An Instructional Planning Council (IPC) representative and possibly a backup for the Accreditation Steering Committee is needed. Norma Bean volunteered and by consensus, will be the IPC representative for the Accreditation Steering Committee. There will be a self study training workshop conducted by WASC on February 9, 2007.

III. Institutional Review

Berta Cuaron stated that Sara Thompson had shared with IPC that the institutional review process needs additional components and primary questions that tie the process to resource allocation.

The “Accreditation Standards I-IV” were distributed as a handout reference. One concern from the last accreditation site visit was to ensure that institutional review is tied to planning, budget development and resource allocation. A global plan for institutional support is still needed and IRC is waiting for direction from the Planning Councils. The “Palomar College Institutional Review – 2005 Instructional Programs Data Collection Form” and “Palomar College Institutional Review – 2005 Instructional Programs Guidelines Form” were distributed as handouts for review. The IRC Data Collection Form has been used in two cycles of the institutional review process. Some questions need to be inserted that have more focus on asking what specifically the data means in terms of resources needed based on department growth/decline and goals. Questions that cause each department to think about their faculty positions and

staffing needs, and equipment, facilities, and supplies needed would improve the process and better meet the WASC standard.

It was suggested that a timeline be developed so that the institutional review process would take into consideration the processes of block grant, VTEA, budget development, and other resource allocations.

Berta Cuaron stated that three years ago the institutional review process was developed to exclude budget/resource information, but the process needs revision. It was suggested that curriculum and program review also be considered while revising the process.

IPC members are asked to brainstorm and review the institutional guidelines and the review form and consider ways to integrate and link the processes to resource allocation. Please bring these recommendations to the next meeting.

IV. **Proctoring Services in Tutoring**

Berta Cuaron stated that she had met with Brent Gowen, Faculty Senate President and was asked by him to postpone discussion of proctoring services in Tutoring until after the Faculty Senate discusses this issue. It was pointed out that proctoring services has quadrupled, which has caused a real burden on staff and there is no room to expand. It was noted that not every online class has online testing, as some do testing online and some do testing in the center, although more people are getting comfortable with online testing.

V. **AIP – Progress Report**

Berta Cuaron stated that she forwarded IPC's responses of the Annual Implementation Plan (IPC) to the Strategic Planning Council and all of the responses received are being compiled. The handout, "Some Suggestions Made in Reference to Activities 1-4 of the AIP (10/11/06 IPC meeting)", were distributed. It was suggested to keep this handout available, with opportunities to incorporate ideas in the future. It was suggested that there should be volunteers to assist students the first few weeks of the semester at the Escondido Center. Berta Cuaron will speak to Mea Daum, Marketing Services Director, regarding coverage at the Escondido Center.

VI. **Rationale Form for Faculty Positions**

The "Rationale Form for Faculty Positions" (11/29/06) was discussed. The Faculty Senate is reviewing the form.

After further discussion, the following changes were made:

- 1) page 1, under the last bullet, "**Program Growth Trends for the Discipline**", in the chart of "Enrollment, WSCH and FTES" the years listed should be: "2003, 2004 and 2005."
- 2) page 2, first subheading should read: "**Information**" and the sentence under this subheading should read: "Please complete all areas that relate directly to the faculty position request."
- 3) page 2, number 3 after the underlined space, it should read: "Average number of course preparations per full-time faculty member per semester in Discipline/Department. Example of three (3) course preparations would be Math 50, Math 60, Math 100. Please explain how a new full-time faculty position

would reduce/improve the average number of course preparations for the full-time faculty in the Discipline/Department.” Delete the last sentence in number 3.

4) page 3, Section D, number 1, delete: “**DATA NOT AVAILABLE.**”

The form will be modified and sent to the Faculty Senate for final review. Once the Faculty Senate gives their endorsement of the form, Berta Cuaron will send it to the department chairs/directors by February 7 or 8, 2007 with the timeline for Fall 2008. Departments will be asked to complete the forms and submit them to their Division Dean by March 2, 2007. The goal will be to complete a priority list by the end of March, so IPC can forward its recommendations to the Strategic Planning Council (SPC) by mid-April.

VII. Standing Report Updates

a. Enrollment/FTES Update

Berta Cuaron gave an update on enrollment and FTES. The headcount is up by 5% for both credit and non-credit courses, making it a very solid Spring 2007 semester.

b. SPC/RAC

Spring, 2007 is slightly up by 200 FTES over Spring 2006, adding to the FTES increase of Fall 2006. More marketing of non-credit courses was done plus the rollback of \$26 to \$20 per unit has certainly helped with increased enrollments and FTES. We might not have to apply any FTES from Summer 2007 in order to make the District FTES base.

c. Learning Outcomes Council

The LOC has not met yet this semester. Initial information is being gathered from faculty in order to begin planning for the Accreditation site visit.

d. Institutional Review Committee

The Institutional Review Committee (IRC) is meeting February 1, 2007. IPC’s recommendations to modify the Data Collection Form will be shared with them.

e. Grants

A small working group has been formed to develop a District-wide grant writing procedure, a goal on the Annual Implementation Plan (AIP) and the Strategic Plan 2009. Several grants are available that can be pursued but we do not have a process and resources in place to do so. It was suggested that the North County Higher Education Alliance (NCHEA) is a good source for small grants up to \$5,000.

f. Division Updates

The new Natural Sciences building is scheduled for completion the latter part of May. Furniture and equipment is being ordered. Possibly a tour of the first building can be arranged after one of the future IPC meetings. This is a very exciting time as it is the first of many buildings to come, thanks to Proposition M. The Governing Board officially accepts Proposition M at its March meeting. The District

will then convene the Citizens Oversight Committee to comply with bond regulations. The architect firm, LPA, will be developing plans for the FPP of the multidisciplinary building (MTB). This semester there could be up to five new buildings in various planning and design stages, including the MTB, the “S” building remodel, the LLRC, the theatre expansion, and the relocation of the baseball field.

VIII. **Other**

Pat Schwerdtfeger announced several upcoming events in the Boehm Gallery and the Performing Arts Department.

The question was raised in reference to when IPC will consider one-time funding priorities. The Resource Allocation Committee (RAC) is waiting for direction from SPC regarding one-time funding priorities.

The meeting was adjourned at 3:50 p.m.