



## INSTRUCTIONAL PLANNING COUNCIL MINUTES

October 31, 2007

**Members Present:** Mark Bealo, Norma Bean, Richard Borden, Judy J. Cater, Katheryn Garlow, Terry Humphrey, Chantal Maher, Mark Vernoy

**Members Absent:** Berta Cuaron, Linda Cox, Candi Francis, Becky McCluskey, Michael Mufson, Wilma Owens, Mollie Smith, Debi Workman

Dean Mark Vernoy chaired the meeting for Berta Cuaron.

### I. **Institutional Review and Planning**

The following handout, “Palomar College – Institutional Review and Planning, Instructional Programs” was distributed and discussed. This document has been reviewed by the Faculty Senate. It is proposed that this document be used by the entire District.

Dean Vernoy demonstrated the institutional review and planning form that has been pre-populated as of today’s date by Institutional Research and Planning on the web site they created. Each department with all of their disciplines is listed with each having their own data, and there are 3 years of data listed, for Fall 2004, 2005 and 2006. Richard Borden stated that he would have Fall 2007 numbers by August/September of next year for the final numbers.

When the job requests are completed, a day will be picked for the end of February for the Fall 2007 numbers for each department and discipline. Mark Vernoy explained that this process is done for any discipline, department or division and for the whole college.

There will be training for departments to learn how to fill out the Institutional Review and Planning form, as it is simple to do with instruction. Richard Borden explained that on the Institutional Review and Planning website, under the institutional data and form, it is recommended that everyone read the prose for the divisions, departments and disciplines, for further explanation. Enrollment trends and percentages will be reviewed to decide whether to add classes, to be used for future planning.

**MSC Norma Bean / Judy J. Cater to approve the “Palomar College – Institutional Review and Planning - Instructional Programs” (10/31/07) document.**

### II. **Other**

The meeting was adjourned at 3:00 p.m.