



INSTRUCTIONAL PLANNING COUNCIL MINUTES

September 12, 2007

Members Present: Norma Bean, Richard Borden, Berta Cuaron, Linda Cox, Candi Francis, Katheryn Garlow, Terry Humphrey, Chantal Maher, Michael Mufson, Wilma Owens, Mark Vernoy,

Members Absent: Mark Bealo, Judy J. Cater, Becky McCluskey, Mollie Smith, Debi Workman

Guest Present: Molly Faulkner

Recorder: Suzanne M. Holt

I. **Introductions**

Members of the Council introduced themselves.

II. **Approval of May 9, 2007 Minutes**

MSC Terry Humphrey / Katheryn Garlow to approve the minutes of May 9, 2007, with one correction. Under Section III, third paragraph, the first sentence should read: It was noted that IPC would be better served if it could focus on one or two goals.

III. **Role and Responsibilities of IPC**

The attachment, of the “Governance Structure of the Instructional Planning Council” was discussed. It is important to review the roles and responsibilities of IPC, as the roles continue to evolve and be redefined. The functions of IPC include prioritizing faculty positions for the hiring process and having a role in the institutional review and accreditation process. It was noted that IPC should also be involved in recommending overall staffing needs necessary to support instruction.

Council members were asked to review the governance structure and roles of IPC and to discuss with their constituencies, in order to consider revisions. This will be discussed at the next meeting.

IV. **Institutional Review and Planning**

The attachment, “Palomar College – Institutional Review and Planning, Instructional Programs (8/29/07)” was discussed. This document was approved by the Faculty Senate on 9/9/07 with the following corrections:

1) in #1, the 3-year trend of quantitative data will be populated for each discipline and department (by Research and Planning) and stating as such, and including the data element definitions on the far right-hand side of the table

- 2) in #4, reword the sentence to clarify and revise the subheading “Assessment/Outcome – 2008-09 to “Progress – 2008-09.”
- 3) in #7 – insert the word discipline and remove the word department in the sentence
- 4) on page 4, add signature and date lines for Chair/Director and Division Dean (for review) and also add the sentence at the end stating – “Forward to IPC.”

There are two purposes for planning and having a vision in order to continue to move forward. Central to the planning is curriculum and having a process in place to implement program goals and growth with resources.

It was stated that a timeline is needed for the institutional review process, which will span the Fall semester and early Spring semester. The IRC document will be revised and populated with data and the timeline will be discussed at the next meeting.

V. **Accreditation Self-Study**

The handout, “Introduction to the Accreditation Standards” was distributed. The accreditation standards that are specific to instruction will be discussed in order to receive IPC’s feedback and can be forwarded to the Accreditation Steering Committee.

VI. **Other**

A suggestion was made to have a “Question of the Day” at the IPC meetings.

The meeting was adjourned at 3:05 p.m.