



INSTRUCTIONAL PLANNING COUNCIL MINUTES

January 23, 2008

Members Present: Mark Bealo, Norma Bean, Richard Borden, Judy J. Cater, Berta Cuaron, Candi Francis, Terry Humphrey, Chantal Maher, Steve McDonald, Michael Mufson, Wilma Owens, Lisa Romain, Mollie Smith, Mark Vernoy

Members Absent: Linda Cox, Becky McCluskey, Debi Workman

Members of the Council introduced themselves.

I. Approval of September 26, 2007, October 10, 2007 and October 31, 2007 Minutes

MSC Judy J. Cater / Richard Borden to approve the minutes of September 26, 2007.

MSC Terry Humphrey / Candi Francis to approve the minutes of October 10, 2007, with one correction. On page two, second paragraph, the second sentence should read: “The department has concerns regarding what is happening with their program, as it is a small program in a small department, but Multicultural Studies is a very vital department and it is important to consider its needs and the students it serves.”

MSC Judy J. Cater / Terry Humphrey to approve the minutes of October 31, 2007, with one correction. On page one, Section I, Institutional Review and Planning, third paragraph, the first sentence should read, “When the position requests are completed, a day will be selected for preliminary data for Fall 2007.”

II. Institutional Review and Planning Timeline

The handouts, “Palomar College – Institutional Review and Planning, Instructional Programs” (10/31/07), “Instructional Program Review and Planning Timeline - 2007-08” (1/23/08) and “Rationale Form for Faculty Positions” (1/29/07) was reviewed and discussed. Berta Cuaron stated that the final institutional review and planning document and timeline was presented to the Chairs and Directors in November, 2007 and was approved by them, and has been approved by the Faculty Senate. Originally, the departments were asked to submit the institutional review and planning document by February 14, 2008. Given the tight timeline, the recommendation was made to extend the deadline two weeks so the departments can spend more discussing their plans in their meetings and reviewing the data. The departments have three years of solid data to be used from Fall 2004, 2005 and 2006. The research and planning office will determine preliminary data for Fall 2007, which is the same data to be used for the faculty position requests. In order to prevent confusion, it was suggested that a 4th column of the preliminary Fall, 2007 data be added to the institutional review and planning document, which will enable departments to use this data for faculty position requests. The Fall 2007 data will be pulled on January 31, 2008 and will be posted no later than February 7, 2008. Richard Borden explained the simple process of accessing and populating the Fall, 2007 data in the 4th column of the institutional review and planning document.

After further discussion, it was agreed by the Council members to extend the due date to submit the institutional review and planning document to March 14, 2008, with the Instructional Division Deans receiving it on March 7, 2008. The revised dates will be posted on the website for everyone's information. The institutional review and planning document becomes the primary planning document to consider when allocating funds such as block grant, one-time allocations, and budget increases, and may be used as a guide for the Perkins grant requests. This process will directly link to curriculum planning and the effect it has on class scheduling, faculty positions, and equipment and facility needs. It was pointed out on the last page of the institutional review and planning document, where it asks to identify faculty and staff who participated in the development of the review and planning, it is expected that the process will be an inclusive and participatory process of many faculty and staff.

The next Chairs/Directors meeting is February 1, 2008. In order to clearly see and demonstrate the process for completion of the institutional review and planning document, two departments or disciplines will be asked to volunteer the use and analysis of their data for discussion. The IPC members are welcome to attend the February 1, 2008 Chairs/Directors meeting.

Wilma Owens stated that she is working on the institutional review and planning document that fits areas that are non-instructional but support services for instruction.

III. Mt. Carmel and Poway Sites

The status of the Mt. Carmel and Poway sites was discussed. The Poway site has historically offered few class sections, starting with less than 20 and due to cancellations ending up with less than 15 classes each semester. In Fall 2007, only 11 sections were retained after cancellations due to low enrollments. It has continued to be a struggle to offer classes with any demand and the academic departments have become more and more reluctant to offer classes there, knowing there is potential to cancel and to disappoint students and a faculty member who loses an assignment.

Over five years ago, a task force recommended that the Mt. Carmel and Poway sites combine as one location. Last summer, due to construction projects at both Mt. Carmel and Poway, classes had to be moved to one location at Twin Peak Middle School. This is the second summer that this consolidation was necessary and it was found that enrollments did well at the one location and still seemed to serve the community. Discussion on the consolidation of both locations occurred at two meetings with the Chairs/Directors in the Fall semester. The overall consensus was that it made sense and would provide for a more comprehensive instructional program at Mt. Carmel, where currently 40-50 classes are offered each semester and generally do well with fewer cancellations. With the recent renovation of Mt. Carmel, the environment is positive and also provides opportunity for additional classes to explore a larger schedule of classes.

The plan is to consolidate section offerings this Summer, 2008. The District has been working with the CCE/AFT to discuss the process for reassigning employees who work at both sites. Berta Cuaron and Theo Brocket met with the Poway Unified School District Assistant Superintendent to discuss the Mt Carmel site to serve the Poway community. As needed, Palomar will continue to respond to any special class needs at Poway High but will not have a formal presence with a staffed office.

IV. **Accreditation Self-Study**

Berta Cuaron thanked everyone that was on an accreditation writing team. There are 11 writing teams that have met frequently. The goal is to submit a rough draft of each writing team's standard on February 14, 2008. The accreditation tri-chairs will work on each of the drafts to edit them and IPC members are encouraged to assist with editing also.

Everyone is encouraged to complete the accreditation employee survey that is due February 1, 2008.

V. **Budget Update**

The handout, "Overview of 2008-09 Governor's Budget" (1/16/08) was reviewed and discussed. Last year the District had a banner year for funding, this year is just the opposite with very little funding. The Governor made an initial budget proposal on January 10, 2008 with a 10% cut across the board for 2008-09, which means \$40 million proposed cuts to community colleges. We will have to wait to hear about mid-year cuts and the overview of the Governor's budget proposal. President Deegan has called a special meeting next week of the Strategic Planning Council and the Budget Committee to begin planning for the forthcoming budget reductions. Part of the proposed budget cuts for 2008-09 include no COLA, deeper cuts in categorical programs with reductions from 4-11%, directly affecting the Disability Resource Center, EOP&S, CalWORKs, and Matriculation programs and services.

The District always needs to grow 2% just to keep pace with increased costs such as utilities, health benefits, insurances, employee movement on the salary schedule. The State has mandated growth for this year has been reduced to 1% and is proposed to be the same for 2008-09. It is generally good to grow slightly above the "funded growth" percentage, because the State will recalculate how growth funds are distributed several times and will distribute only to those colleges that do grow. However, FTES not funded by the State becomes a cost for each college so it is a fine balance between meeting the growth CAP and not exceeding too much. The District (SPC and Budget Committee) will have to work on a process on how to deal with the proposed budget cuts.

As an example of reduced funding, this year's block grant allocation is only 213,000, whereas last year Palomar received \$1.6 million in block grant funds. The block grant funds will be allocated through the institutional review and planning process to ensure that resources are linked to planning priorities. An initial allocation of \$30,000 was provided for faculty computers to address some immediate needs. Academic Divisions will determine funding priorities for the block grant based on the institutional review and planning documents and more global instructional needs such as equipment repair and classroom technology will be developed by the Division Deans and VP Cuaron, also based on the IR&P documents.

It was suggested that IR&P process plan for the next academic year, in other words, this year's planning process should be for 2008-09. .

VI. **Question of the Day**

Richard Borden asked a question on the "Rationale Form for Faculty Positions", on page 3, section D: "Additional Factors". Does this information enhance the process and should we continue to have it on the form? It is separate data from the institutional review and planning data currently provided. After

Instructional Planning Council

January 23, 2008

Page Four

Discussion, it was agreed that the Faculty Position Priority Subcommittee will discuss this section on the form.

All of the data from the Fall, 2007 column of the institutional review and planning document can be filled in on the rationale form for faculty positions. It was noted that the 4th column of Fall, 2007 data will be frozen on January 31, 2008.

The meeting was adjourned at 3:45 p.m.

The Faculty Position Priority Subcommittee will meet, following IPC's adjournment.