



INSTRUCTIONAL PLANNING COUNCIL MINUTES

November 12, 2008

Members Present: Mark Bealo, Norma Bean, Richard Borden, Judy J. Cater, Berta Cuaron, Craig Forney, Chantal Maher, Steve McDonald, Michael Mufson, Wilma Owens, Lisa Romain, Kathleen Sheahan, Mollie Smith, Mark Vernoy

Members Absent: Judy Dolan, Claudia Duran, Candi Francis, Becky McCluskey, Zeb Navarro, Debi Workman

I. Approval of October 22, 2008 Minutes

MSC Steve McDonald / Mark Vernoy to approve the minutes of October 22, 2008, with the following corrections: under III. – Goals for 2008-09, the second paragraph, second sentence, should read: IPC should have a key role participating in this process, including expanding the IPC membership or creating another IPC Subcommittee to complete this important planning document. The third paragraph, last sentence should read: There was a discussion on how to improve morale during difficult budget times. The fourth and fifth paragraphs should be deleted. The seventh paragraph should read: IPC could consider focusing on one or two of the accreditation self-study planning agendas.

II. Goals for 2008-09

The “2008-09 Instructional Planning Council Goals” were reviewed. The Education and Facilities Master Plan (EFMP) of 2022 has to be updated. IPC can be the foundation group, along with additional members representing constituencies. A primary function of the EFMP will be to focus on planning for the Fallbrook Center and the Escondido Center as well as an update on the San Marcos campus.

It was stated that the Basic Skills Initiative and Title V, HSI grant activities should be reflected in the work of the EFMP Task Force. It was suggested that the revised governance structure of the EFMP task force should include the Director of Workforce and Community Development and should have faculty from English, Math and Science. Since the culture is unique to the Escondido Center, it was also suggested that a member from Student Services be included on the EFMP Task Force. It was noted that the Master Plan is revisited every six years and it has always been done through a task force. The data can be revalidated in order to update the planning for the Escondido and Fallbrook Centers. Berta Cuaron suggested that meetings of the EFMP Task Force be held during IPC meeting times, with just IPC members meeting for the last half hour to conduct Council agenda items. The EFMP Task Force composition provides a good opportunity for people to participate in this process and the co-chairs would be identified as per the approved governance structure.

The planning agendas were reviewed and the status of each agenda was discussed by the Council. The accreditation self-study report was accepted by the Governing Board on November 11, 2008. The Council has to respond to the Strategic Planning Council (SPC) guidelines given to the groups assigned to each planning agenda.

The planning agendas will remain as a discussion item on each IPC agenda.

III. Electrician Trainee Certificate

The “New Instructional Program – Electrician Trainee Program,” (credit program) was reviewed. Mollie Smith explained that this is a new program being developed in response to AB 1087, established January 1, 2005, that requires all electricians employed by C-10 electrical contractors to be certified. Community colleges lobbied hard to be the trainers and were successful as designated providers of the program. The San Diego Electrical Training Trust (SDETT) will pay for the salaries of the instructors and will provide all supplies and equipment. Palomar College has had a longstanding relationship with SDETT for forty years and we offer the apprenticeship program for electricians. Credit classes will start Fall 2009, with ten new classes included in the certificate program. When planning a new program, the process calls for department, administrative and financial review to identify all information and resource implications upfront before the program is approved and implemented. Palomar College’s part-time apprenticeship instructors will be hired to teach this program. The courses are open to the public. The SDETT has made a written commitment to pay the salaries of the instructors for three years to support the program. The Electrician Trainee Program is currently going through the curriculum process.

IV. Foreign Languages Department Name Change

The Foreign Languages Department is changing its department name to World Languages Department. The change will be effective 2009-10. This item will go to the Faculty Senate and will be reported as information to SPC.

V. Administrative Association Membership

Laura Gropen of the Administrative Association (AA) has requested a designated representative of AA be added to the membership of IPC. The Palomar Faculty Federation (PFF) had also made a similar request with the rationale from both constituencies stating the member would ensure communication on IPC activities.

Mollie Smith stated that she could not support adding either the AA or the PFF representatives as members of IPC. It was stated that the VPI reports to SPC the IPC activities and actions and there are AA and PFF representatives on SPC who hear these reports.

This item will be placed on the next agenda.

VI. IPC Subcommittee Report and Recommendations

The “IPC Subcommittee Meeting Notes – October 22, 2008” were reviewed. The IPC Subcommittee recommended the following motion being reflected in the IPC minutes:

MSC: Vernoy/Cater – The IPC Subcommittee reaffirms that the list for the Faculty Hiring Priority Recommendations for 2009-10 be retained as the priority list for 2010-11.

Berta Cuaron has reported the IPC Subcommittee recommendations to SPC.

VII. Other

Kathleen Sheahan has two questions from the Faculty Senate. The first question: If it is possible to hire one full-time faculty member now since an MOU was just signed for a faculty member to be reassigned as the HSI Coordinator for 80% and the Professional Development Coordinator has also received an additional 20%, for a total of 100% release time. The answer to this question is that the HSI grant funds are allocated to backfill the faculty reassigned time costs and do not fund a full-time salary.

The second question asks: If it is possible to offer lateral transfers to current faculty interested in applying for positions in those disciplines who were scheduled to hire this year before the hiring was suspended. The answer to this question is that the hiring of new full-time faculty positions has been suspended and so no faculty positions can be filled. When the decision is made to hire new full-time faculty positions, the hiring will start with number one on the Faculty Hiring Priority Recommendations for 2009-10. To allow a transfer, would change the priority of filling positions and would conflict with the approved process.

It was verified that even though counseling positions are not listed on the faculty hiring priority list, three full-time counselors were scheduled to be hired for 2009-10. The baseline formula for hiring faculty is being followed: filling five teaching faculty positions first to bring Instruction to its baseline of 257, then hire three counselors to bring it to its baseline of 23, then hire two additional teaching faculty, for a total of 10. Librarians are at their baseline of 7 positions.

The District and PFF have signed a Memorandum of Understanding (MOU) regarding ROP. One faculty member for the Upholstery Program will be transferred to the Design and Consumer Education Department in 2009-10 and two faculty members will be transferred in 2011-12, one to Graphic Communications and one to Business Administration. The Governing Board has approved the MOU. The last ROP classes will be taught in Spring 2011.

The E-mail from Erik Skinner, Vice Chancellor for Fiscal Policy of the Chancellor's Office, "Budget Update, November 11, 2008" was reviewed. There is a projected \$24 billion State budget deficit. The Governor plans on having an emergency legislative session in order to react quickly to address the budget crisis. The plan includes raising the sales tax and adding sales tax on more products, no COLA, and community college fee increases. The budget implications for Palomar College, the students, classes, etc., are serious for this year and next.

Palomar College has a 5% reserve and \$1.5-\$2 million in general revenue at the present time – where would budget cuts come from? The college must regroup, as it probably will be a 2-3 year minimum of California being in this budget crisis.

There is a possibility that classes will have to be reduced, but several discussions will have to take place. A laundry list will be made of where we can make budget cuts, plus the hiring freeze will continue. We have already reduced the 2008-09 schedule by approximately 700-800 class sections. The California community colleges are serving 100,000 students for which they are not being reimbursed. The State Legislature must make quick decisions and tough choices. There will not be any layoffs at Palomar College, but everyone must be willing to tighten expenses and make changes in operations.

The next IPC meeting will include reviewing the Education and Facilities Master Plan Task Force, IPC goals and budget update. All IPC members are reminded to share information with their constituents.

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