



INSTRUCTIONAL PLANNING COUNCIL MINUTES

December 10, 2008

Members Present: Norma Bean, Richard Borden, Judy J. Cater, Berta Cuaron, Craig Forney, Candi Francis, Chantal Maher, Becky McCluskey, Steve McDonald, Michael Mufson, Zeb Navarro, Wilma Owens, Lisa Romain, Mollie Smith, Mark Vernoy, Debi Workman

Members Absent: Mark Bealo, Judy Dolan, Claudia Duran, Kathleen Sheahan

I. Approval of November 12, 2008 Minutes

MSC by Committee consensus to approve the minutes of November 12, 2008, with the following correction: under VII. Other, seventh paragraph, the fourth sentence should read: The California community colleges are serving 100,000 students for which they are not being reimbursed.

II. IPC Governance Structure

There have been two requests to IPC to add members, one Administrative Association (AA) representative and one Palomar Faculty Federation (PFF) representative. From previous discussion, some IPC members didn't feel there was the need to add members as there are administrators on IPC already. IPC meetings are open and inclusive and VPI Cuaron reports IPC actions and activities to the Strategic Planning Council (SPC). Members of IPC are also expected to take information to their constituencies.

Mollie Smith stated that she opened discussion at the AA meeting in reference to adding another member to IPC. She asked them their intent and initially they said it was communication, but when conversation continued, they stated they wanted to be part of the decision-making process. She also stated that she chaired the Accreditation Self-Study Standard 4-A – Governance Structure, where people expressed they were pleased with the governance structure but decision-making was a concern. She told them she didn't think communication was an issue and offered herself to improve it, since she is an IPC member by position, but told them she could not support adding another AA member. If communication is an issue, there should be a concerted effort to communicate with the AA leadership and the PFF leadership.

It was stated that the operative word is representative. If a person is a member of AA and is already on IPC, then that person can serve as the representative, as well as faculty members that can be appointed as representatives of their respective groups. In other words, IPC membership includes several faculty and several administrators so could one be named as the representative for AA and for PFF? It was stated that IPC doesn't really make a lot of decisions that have a huge impact, but it is more symbolic and there should be a balance among constituencies. Since it is the Instructional Planning Council, instructional faculty are heavily represented on IPC; and it was pointed out that there are currently 8 faculty member representatives on IPC.

A question was asked if the Director of Extended Education would still be on the IPC membership. The decision has been made not to fill this position due to budget and eminent restructuring. Theo Brockett will continue as the interim director reporting to Wilma Owens. This position will be left on the IPC membership list for now, until a decision is made under the new master education and facilities plan for the centers.

One of the primary roles of IPC is the work completed by the Subcommittee, which has been well defined and is supported by the Faculty Senate. IPC does not make any decisions but is a recommending body, where all recommendations are forwarded to the Strategic Planning Council. IPC's role is to be inclusive in dialog and to provide opportunity for shared input on matters. When the governance structure was developed, each Planning Council was structured with roles and responsibilities that have continued to evolve and change as the college moves forward, and we are now reviewing and clarifying the responsibilities of the Planning Councils.

Michael Mufson stated that he spoke with PFF and told them that some items that IPC discusses such as curriculum review, student learning outcomes, and priority faculty hiring, can affect faculty working conditions, directly or indirectly. PFF will continue to discuss via E-mail and will develop a statement for IPC about how PFF and working conditions are related to this Council. PFF is planning on reviewing the contract in reference to representation on committees for relevance.

It was pointed out that most IPC discussions are academic and professional matters and not working conditions. Also, not all shared governance committees have all constituency representation, the governance structure initially was to ensure that each committee had broad representation, but more importantly greater representation of those who have the expertise to address issues.

It was stated that if a PFF representative was added, the new PFF member could not be a member of the IPC Subcommittee and the Faculty Senate agrees, as it would be a conflict of interest due to the responsibilities of the Subcommittee. The IPC Subcommittee membership defined on the governance structure includes seven faculty members represented by division, one Faculty Senate member appointed by the Faculty Senate, and two faculty members at large appointed by the Faculty Senate.

MSC Wilma Owens / Mollie Smith to leave the IPC membership/composition as it is currently structured.

It was pointed out that IPC needs to address communications in order to share information more publicly. Mollie Smith offered to be the official communicator to AA and Michael Mufson to be the official communicator to PFF. It was stated that the IPC meetings are open to anyone who wants to attend and observe.

III. Education and Facilities Master Plan Governance

The Education and Facilities Master Plan 2022 needs to be updated. The focus of the update needs to be the academic programs of the Escondido Center and the North Education Center.

The recommendation is for IPC to be the core planning group on a task force with additional membership of expertise, including good representation from core academic programs. IPC meeting times would be used for Spring 2009 and Fall 2009 for one hour and then IPC business would be done during the last half-hour. This is a great opportunity for IPC to provide leadership with the district architect leading the initial discussion in order to get the planning process started. The task force would be co-chaired by a senior administrator (appointed by the Superintendent/President) and one Faculty Senate appointee.

It was suggested to include an instructor from the Escondido Center, an ESL faculty member, and possibly the Escondido Admissions Supervisor as a designee. This is a district-wide task force and should have representation from the centers and the Library that have expertise on issues. The membership should be less restrictive and open to broader participation.

MSC Candi Francis / Judy J. Cater to approve the proposed Task Force of the Education and Facilities Master Plan 2022 Update Governance Structure, with the addition of an educational administrator and an ESL faculty member.

The planning will be very visible and will take a global look at all of the academic programs and will help define the facilities needed based on the academic programs to be offered.

IV. Other

Berta Cuaron stated there was a special SPC meeting held on December 5, 2008, to discuss the governance structure and specifically decision-making procedures. It was a healthy initial discussion of how, when, where and which decisions are made following the current governance structure. This was the first of several meetings on this topic with meetings to be continued in Spring.

Berta Cuaron stated that the 2008-09 goals and self-study planning agendas will be discussed again in the Spring.

The meeting was adjourned at 4:00 p.m.