



INSTRUCTIONAL PLANNING COUNCIL MINUTES

February 27, 2008

Members Present: Mark Bealo, Norma Bean, Richard Borden, Berta Cuaron, Candi Francis, Terry Humphrey, Jessica Lyn, Chantal Maher, Steve McDonald, Michael Mufson, Wilma Owens, Lisa Romain, Mollie Smith, Mark Vernoy, Debi Workman

Members Absent: Judy J. Cater, Linda Cox, Becky McCluskey

I. Approval of February 13, 2008 Minutes

MSC Mark Bealo / Chantal Maher to approve the minutes of February 13, 2008.

II. Institutional Review and Planning – How Will IPC Review Documents

Berta Cuaron stated that three institutional review and planning (IR&P) documents have been completed and submitted. IPC will use these documents to make recommendations for funding, resource requests and any priorities identified in the strategic plan. The departments are doing a lot of work and thinking forward, giving the process significant meaning with our mission in mind. These documents will be the primary source in making recommendations for the whole college. The IR&P documents are posted on the Sharepoint website, submitted to Research and Planning. IPC must decide how the IR&P documents will be used in the faculty position priority process, as well as distribution of funds, such as block grant and one-time funds and the planning for Perkins IV (formerly VTEA) funds.

Some comments and ideas shared at the meeting were:

- Some departments do all of the work and some do not, how can IPC be fair to all departments when the detail will be different
- How can IPC evaluate all of the documents due to the volume, possibly develop a Rubric next year or components of the plans with timeframes
- IPC will use these documents to make recommendations to the Strategic Planning Council (SPC)
- IPC can review and discuss more/less detail with the departments' submitted information
- It is important that departments get concrete feedback from their submitted documents
- There is concern with volume of documents and having the time to review all of the documents
- Possibility of forming workgroups to review all of the documents then report back to IPC
- Look for common themes, priorities, needs and issues in the documents that could be compiled into a report to SPC
- The whole process warrants the time to read/review all of the documents, but must decide how to accomplish this
- What is the role of IPC? Is it to evaluate or to process these documents, as each discipline is setting its goals and vision
- No preconceived notions. What can be learned from themes of common vision for the college.
- Must respond with gratitude and contributions to overall vision of the whole college
- Three-pronged approach of departments/disciplines seeing where their programs are going, that planning is essential for the college and that resources must be linked to planning and priorities

- IPC can give responses to departments with several disciplines, whereby, some multi-discipline departments are too different and would need separate feedback
- Need to note unique situations of disciplines in departments, as the purpose and outcome of these departments may be different, where some just need resources and staff and some have summaries of plans for change
- Needs of departments will not be understood, unless there is the context of the planning parts and vision
- Faculty should be discussing plans; many faculty have embraced this process
- Planning and vision of the departments should address changes in the community and the students who come to us; it's a great opportunity with Proposition M for programs to expand
- The summaries of the IR&P documents can be reviewed later. The process should not be viewed primarily as a way to get funding
- Since the college is presently in the development of its accreditation self-study, the IR&P documents are evidence of planning and resource considerations
- In looking for common themes, some kind of chart could be created to reduce volume
- IPC will have to review documents. Summarization did not work well with the previous process. Feedback and action are important

The next two meetings will be devoted to determine how to review the documents and actually spending the time doing so.

III. Accreditation Self-Study – Volunteer Readers

The first drafts of the accreditation self-study were submitted by the writing teams two weeks ago. The co-chairs, Brent Gowen and Tom Medel, and Glynda Knighten are reviewing the information in order to give feedback to the writing teams. Any volunteer readers are welcome to assist in this process. The accreditation self-study drafts will be sent to each Planning Council in April, 2008.

IV. Budget Development Process

Bonnie Dowd at the last Budget Committee meeting explained the budget outlook for this year and next is not good. The college is waiting for clarification of its apportionment for this year. The growth numbers don't match with the Chancellor's Office. The funded FTES growth is 1%, but the Chancellor's Office P1 report indicates a 2% growth, so the college is asking for clarification from the Chancellor's Office. The college grew slightly last year and we will get funded from last year, as we met our base but did not reach our growth cap.

If the college exceeds the 1% growth and actually grows 3-4%, we are still only funded for 1% growth. This means we are paying for extra classes that do not receive funding. The Summer, Fall and Spring classes will have to be reviewed.

The budget development timeline is still in the process of being finalized. Fiscal Services is projecting salary, benefits and other fixed costs, such as insurance, and then will see what remains in discretionary funds. With 85% of the District's budget committed to salaries and benefits, the college only has a 15% fluidity in the budget and must determine how best to distribute to the departments funding for the 4000,

5000 and 6000 accounts. It was asked if the proposed budget would affect the Performing Arts Department and if they should cut back on the performance season and the answer at this time is no.

The proposed tentative budget goes to the Governing Board in June, 2008 for adoption. Then SPC recommendations would be considered for additional funding being put back in August-September, 2008, before the final budget is adopted.

V. 75/25 Request

CSIS has requested funds in the amount of \$2,500 to print new brochures for their programs, as they revised their curriculum and had just reprinted brochures with the old marketing information.

IPC gave approval of \$2,500 to CSIS for printing costs of brochures of their revised programs, from the 75/25 department distribution funds.

VI. Question of the Day

Mark Bealo inquired about the Regional Occupational Program (ROP) draft of new recommendations for the next three years. This draft went to the Faculty Senate on February 25, 2008. Berta Cuaron will forward the ROP draft to the IPC members via E-mail.

VII. Other

Wilma Owens stated that there is going to be a meeting on March 3, 2008 to discuss the Perkins IV 5-Year Plan for 2008-2012. The Perkins IV represents funds from the federal government for program improvement in career/technical areas. The Perkins legislation has significantly changed and we have to meet new accountability standards. If anyone on campus has a career or technical program that qualifies for Perkins funding, they are encouraged to come to the March 3, 2008 meeting for valuable information. This meeting will be a 45 minute presentation and the community will be involved, with three people from local businesses participating. The businesses represented will give input in reference to what faculty can do to prepare students for work in their particular industry and to improve the curriculum. It was suggested that members of the Governing Board attend this meeting on Perkins IV funding, so they can see what is needed for students in the workforce. Students have been asked to serve on the Committee in reference to Perkins IV funding and Jessie Lyn stated that she would have a student attend and would E-mail Wilma Owens accordingly.

The Perkins IV funding mandates planning for program improvement based on the data collected and proof has to be provided that students are getting jobs and getting higher wages, as a result of going through these programs. It is very important to have faculty participate in order to properly complete the 5-Year Perkins IV Plan.

Wilma Owens will send out a campus-wide announcement of the Perkins IV 5-Year Plan for 2008-2012 meeting that will take place on March 3, 2008, from 2:00 to 4:00 p.m. in the Governing Board Room. Any faculty attending will receive professional development credit.

Instructional Planning Council

February 27, 2008

Page Four

Michael Mufson announced that there are 6-7 very entertaining one-act plays by students, called "Welcome to the Moon" and "The Wild Goose," being performed this weekend, February 29 and March 1&2, 2008, in the Performance Lab D-10. Also, there is a new lighting system in D-10.

The meeting was adjourned at 3:40 p.m.