



INSTRUCTIONAL PLANNING COUNCIL MINUTES

March 12, 2008

Members Present: Norma Bean, Richard Borden, Judy J. Cater, Berta Cuaron, Candi Francis, Terry Humphrey, Jesse Lyn, Chantal Maher, Becky McCluskey, Steve McDonald, Michael Mufson, Mark Vernoy, Debi Workman

Members Absent: Mark Bealo, Linda Cox, Wilma Owens, Lisa Romain, Mollie Smith

I. Approval of February 27, 2008 Minutes

MSC Candi Francis / Mark Vernoy to approve the minutes of February 27, 2008, with the following corrections under Section II, second paragraph, the first bulleted sentence should read: "Some departments provide more detail than others. How can IPC be fair to all departments when the detail will be different." Also, delete the fourth bulleted sentence.

II. Institutional Review and Planning – Process for Review

Berta Cuaron stated that she had read a dozen of the institutional review and planning (IR&P) documents which were submitted. A lot of thought and vision went into preparing these documents, as many departments see where they are and where they are going as the college moves forward. It is evident that these departments had earnest and meaningful discussions of the planning process and wanted to ensure that the integrity of their programs was reflected in the documents. The questions asked flowed well and made sense as the document planning was completed.

IPC must review the IR&P documents and decide how to make decisions of resource allocations for the college. Small working groups can be formed to review these documents and highlight common themes. It is important to give feedback to departments so they know their information is being used in the process. The documents can be printed out and copied and priorities can be identified for the academic departments, which will help when the Strategic Planning Council asks what the instructional priorities are. Also, common themes should be identified in the learning outcomes. It is a valuable exercise to read all of the documents, you learn much about the vision and direction of each academic program as you read.

It was suggested that a list of important items or a summary could be done of the documents in order to verify with the departments if anything was overlooked. It is important to have access to all of the documents in order to share ideas. Another idea would be to create a share drive for an entire department as a great tool to use in sharing documents. All of the IR&P documents are available on Research and Planning's Sharepoint.

A recommendation was made to have 3 work groups read 5-10 IR&P documents per each group over a period of 2 meetings and report their observations and commonalities or themes in learning outcomes, position/staffing needs and general needs. The groups can gather elements of learning outcome responses. At a later time, a database for learning outcomes could be developed to compare the department data. It was stated that the deans should read documents from other divisions. It is important

that the IR&P documents are made available for the Faculty Position Priority Subcommittee (FPPS) as they review the faculty position requests. The rationale form for faculty positions are due on March 14, 2008, as are the IR&P documents. The FPPS is meeting on April 9, 2008 after the IPC meeting and again on April 16, 2008.

After further discussion, IPC agreed to assign five (5) IR&P documents to each council member to read/review and to be prepared to report back with specific and common themes and needs that are clear. Berta Cuaron stated that she will do a chart/grid that she will send out to IPC members to use in reviewing the documents. If anyone has a special request as to what disciplines they would like to review, they should send an E-mail request to Berta and Suzanne. The disciplines that have requested faculty positions will be assigned to the FPPS.

III. Accreditation Self-Study – Volunteer Readers

Berta Cuaron and the accreditation co-chairs, Brent Gowen and Tom Medel, and the accreditation assistant, Glynda Knighten are working through the first drafts of the accreditation self-study. They will give general feedback on observations, concepts and content to consider to each of the writing teams before spring break. The writing teams will be asked to submit revised drafts by mid-April and after that the self-study drafts will be brought to IPC and SPC at the same time for their review. Volunteer readers are welcome and if anyone is interested, they can contact Glynda Knighten. For those who are on writing teams, they can still be a volunteer reader by reading other drafts.

IV. Budget Development Process

There was a budget meeting yesterday and it was stated that the State, system-wide budget was projected to be down \$75 to \$80 million. Part of the reason is due to Orange and Sonoma counties having over-reported property taxes, which is part of the revenue base. This reduced revenue base may result in all community colleges having to share the burden by paying their fair share based on allocations from the State. Palomar College would have to reduce this year's budget by \$1.4 million.

The Governor's budget for 2008-09 projects funding for only 1% growth, which means Palomar will have to reduce its total class schedule in Summer 2008, Fall 2008 and Spring 2009 by approximately 500 to 1,000 class sections. Berta Cuaron stated that from the beginning, the college should be careful in scheduling classes and to avoid scheduling classes that typically do not enroll well. In the past three years, we have very positively developed a class schedule that provides a balanced and comprehensive program for the fall and spring semesters. We want to sustain this balance even through difficult budgetary constraints. We are being proactive now and looking at decisions on reducing the number of summer classes before registration begins. Next, we will begin to look at the fall schedule after the May revise budget is released and then start work on the Spring schedule. The focus is to be proactive and not over-reactive in reducing the class schedule so much that we then struggle to meet our base and 1% growth. As the budget picture becomes clearer, schedule reduction decisions will continue to be made.

It was suggested, that since some classes are not offered each semester, it might be a good idea to review students' education plans in order to serve students to see if some classes are weighted to fit their plans through Counseling's data. If students are not able to stay on the path of their educational plans, then they have to stay another semester or year or more to complete their plans. There is not any data from educational plans, but we do know the number of majors and number of transfer students, etc. There are

ongoing, very methodical discussions with the departments, department chairs and the deans on a regular basis regarding the students' specific needs of classes.

The best process is to review the class schedule over the entire year and to develop a plan that provides comprehensiveness and as much as possible having minimal impact on students being able to move through the curriculum and realize their goals.

The approximate savings for cancelling one 3 unit class is between \$2,600 to \$3,000. This is just the teaching salary that is saved. Since Palomar is looking at a reduced budget both this year and next year, and we know that we are generating more FTES than we will receive funding for, it is necessary to reduce the total number of classes offered. The CSUs have the ability to turn away up to 10,000 students, so in turn the students attend community colleges. Overall, it is much better to plan now in order to make better decisions for our class schedules through Spring, 2009 and minimize the impact on class offerings.

Jesse Lyn stated, after recently returning from a conference in Washington, D.C., that the federal government will be passing the Higher Education Act in subcommittee, which means funds will be increased for Pell grants. It was pointed out that the State legislature is contemplating increasing enrollment fees, moving them back to \$26 per unit.

Some state organizations are mobilizing in numbers to maintain as much funding as possible. Jesse Lyn, as Associated Student Government (ASG) President, has tried to organize an ASG event in April, 2008 to address state funding concerns, but it was cancelled. She stated the State Senate at the student level is trying to organize an event in Sacramento in reference to funding. Students at Palomar are not interested in a letter writing campaign to address state funding, although our region is strong and Palomar is well known around the country.

Mark Vernoy stated that the Budget Committee is discussing hiring and we will continue to hire faculty for Fall 2008. The college is moving toward a hiring freeze for all other employee groups and there will be no layoffs for any contracted employee. The decision of how many faculty to hire next year will depend on circumstances.

V. 75/25 Request

The Emergency Medical Education (EME) Department requested funds in the amount of \$3,300 to pay for the EME accreditation team costs for their site visit on April 7-8, 2008. IPC approved this request. It was noted if there were any monies remaining at the end of this year, these funds would be returned to the general fund.

VI. ROP

The Regional Occupational Program (ROP) is in a three-year transition plan. The handout was prepared by a task force primarily consisting of faculty appointed by the Faculty Senate, "Palomar College ROP Transition Schedule, Appendix A to MOU dated January, 2008." There is still a question of the space at the Shadowridge facility. As many as possible, full-time ROP faculty will be transitioned into the appropriate academic departments where the ROP program can complement or enhance the college credit program. Discussions as to how these faculty are transitioned need to take place between the District and PFF. The county office requested a three-year plan of the ROP transition schedule be submitted to them

no later than March, 2008. A Memorandum of Understanding (MOU) along with the ROP three-year transition plan will go to the Governing Board in April, 2008.

There will not be any ROP programs on campus after June 30, 2011. There will be three years for Palomar to transfer faculty and staff to college positions which will be funded by the general fund. The Faculty Senate has embraced how the academic programs can blend with ROP programs. If the college does not offer some of the ROP programs and pieces of the curriculum does not fit into the college mainstream, decisions will have to be made that affect those faculty. There are six full-time faculty that teach through ROP, which can affect the number of faculty that are hired in the future and may have to be taken into consideration by the IPC Subcommittee.

There have been long, hard discussions with the members of the ROP task force and the Faculty Senate. It was noted that each ROP faculty member is on a year to year contract and is not tenured.

VII. Learning Outcomes – Course Level

Berta Cuaron stated that she meant to bring copies of the pilot program of developing course level learning outcomes as part of the course review process. Faculty are encouraged to participate and to provide feedback as they complete their course reviews. .

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