



## INSTRUCTIONAL PLANNING COUNCIL MINUTES

April 9, 2008

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

**Members Absent:** Linda Cox, Becky McCluskey, Lisa Romain,

### I. Approval of March 12, 2008 Minutes

**MSC Judy J. Cater / Chantal Maher to approve the minutes of March 12, 2008,**

### II. 75/25 Requests

Wilma Owens requested \$1,200 to pay for the removal of the temporary office used by staff at the Poway site, per Poway Unified School District's request, the Poway and Mt. Carmel sites will be merged this summer.

The American Indian Studies Department requested \$329.66 for purchase of a DVD and My Book.

The Behavioral Sciences Department requested \$162.73 for purchase of a DVD.

Tutoring Services requested \$4,756 to upgrade student computers.

MSC Judy J. Cater / Wilma Owens to approve the four requests from the 75/25 funds.

These are the last requests from the 75/25 funds for the year. This is the third year and last year for using these funds. Approximately \$23,000 will be returned to the general fund.

### III. Institutional Review and Planning Documents

Berta Cuaron distributed the spreadsheet of assigned disciplines for the Institutional Review and Planning (IR&P) documents two weeks ago, asking each council member to review 5 documents by using the grid of agreed upon categories. There are a few disciplines that need to be assigned, including the Sciences and Non-Credit Programs, Reading, ESL and Library Technology, etc. It was pointed out, as in the case of English and Reading, the discipline is the department. After further clarification of each person's responsibilities, the following assignments were made:

- 1) Non-Credit Programs – Richard Borden
- 2) Chemistry – Mark Vernoy
- 3) Dental Assisting, Mathematics and Nursing – Jesse Lyn
- 4) Reading – Judy J. Cater
- 5) Library Technology – Debi Workman
- 6) ESL – Credit & Non-Credit – Berta Cuaron

Joan Decker in the Research and Planning Office will update and make sure all disciplines are completely posted and she will contact the Deans to verify that there are not any disciplines missing.

There was further discussion in reviewing the IR&P documents in reference to general common themes, commonalities in learning outcomes and any similarities in general observations among the departments. Specific comments regarding learning outcomes included what actually addressed the process; if there are comments or issues that identify the process; does the learning outcomes questions (#6), in the IR&P document really address learning outcomes; some purposes would be evidence for accreditation or delayed application of learning and the real focus of learning outcomes. It was suggested that there could be two questions on learning outcomes at the program level and the assessment of those program level outcomes. It was agreed by the council to leave the learning outcomes questions as they are in the IR&P document to glean responses. The Learning Outcomes Council will be reviewing these documents and give feedback.

Berta Cuaron will send out the Sharepoint link and resend the updated spreadsheet that reflect the changes made today to all council members. All previous documents are to be shredded/recycled and just the new, updated documents are to be used. Great work has been done on the IR&P documents and shows positive thinking and vision. The IPC Subcommittee will be using the IR&P documents in their deliberations in prioritizing faculty position requests, the divisions will be using these documents in funding allocations for the block grant, and the Foundation is interested in getting copies for campaign themes for needs for the college. These planning documents will be the primary documents used in decision making for the college. There will be general discussion of the general observations and themes and all of the grids will be collected but will not be shared with the general public. IPC will give general feedback to each of the disciplines. There is one more IPC meeting, so all of the IR&P documents have to be reviewed and the faculty prioritization must be completed. If necessary, there may be the need to call additional special meetings in order to get everything completed.

#### IV. Other

Wilma Owens made the announcement that the Perkins Planning Committee had its initial meeting and she has received all of the proposals for 2008-09 and will be allocating approximately \$420,000 for programs and services through the Perkins process. The remaining funding will cover administrative costs. The five-year plan is due to the Chancellor's Office in two weeks and the one year plan with the allocations is due on May 15, 2008. There is one more meeting for the actual allocations.

Michael Mufson announced the upcoming performing arts events that include opera performed by the Chamber Singers and guest opera singer, Rebecca Ramirez performing in D-10. Also, Dr. Peter Gach will be performing at the California Center for the Arts in Escondido.

The meeting was adjourned at 3:15 p.m.

The Faculty Position Priority Subcommittee met after the IPC meeting.