



## INSTRUCTIONAL PLANNING COUNCIL MINUTES

September 10, 2008

**Members Present:** Norma Bean, Richard Borden, Judy J. Cater, Berta Cuaron, Craig Forney, Candi Francis, Chantal Maher, Steve McDonald, Michael Mufson, Mark Vernoy, Debi Workman, Claudia Duran-ASG Rep.

**Members Absent:** Mark Bealo, Zeb Navarro, Wilma Owens, Lisa Romain, Mollie Smith

Members of the Council introduced themselves.

### I. Approval of May 7, 2008 Minutes

**MSC Judy J. Cater / Debi Workman to approve the minutes of May 7, 2008.**

### II. Review of IPC Role in Governance Structure

The attachment, "Governance Structure of the Instructional Planning Council" was discussed. The last time this document was updated was February, 2006. This document needs to be reevaluated in order to provide recommendations on needs/issues for Instruction and updated to reflect what IPC's overall roles and responsibilities currently are. Among items to be addressed on the document are the three-year planning cycle, changing it to the two-year planning cycle (Institutional Program Review and Planning), Strategic Plan and the Annual Implementation Plan (AIP) documents. It was also noted that IPC should also be involved in recommending overall staffing needs to support Instruction. It was suggested that a larger font be used on this document. Council members were asked to review the entire document so it can be updated. This will be discussed at the next meeting.

### III. Evaluation from 2007-08

The attachment "Institutional Research & Planning – Planning Councils Evaluation 2008" of the condensed version of IPC and the Strategic Planning Council (SPC) was reviewed. All of the Planning Councils and the SPC completed evaluations in reference to how the governance structure is working. These evaluations reflected the IPC members' opinions, 12 members participated and 11 members had been members for two semesters. The feedback reflected how well IPC is working or where it could improve. Some comments made were as follows: there is confusion on the role of the AIP; the Council members talked too much on some subjects, but still need to take the time for discussion; need clarification on Student Learning Outcomes; it is key that constituents' representatives share information; and there is some breakdown of communication of SPC members with their Planning Councils. It was pointed out that when IPC makes recommendations, all Council representatives need to be involved. It is important to continue to evolve and to grow as a Council, to better define its roles and how IPC can best represent Instruction.

Some issues identified on the SPC evaluation and how it is functioning in the shared governance structure included the need to better define roles, responsibilities and goals; what is discussion and information, and

who makes decisions and when. Other SPC evaluation comments reflected on the Strategic Plan goals and how to make progress on the AIP. There are too many goals in the AIP to focus on at one time.

It was noted that SPC took one and one-half years to pass the non-smoking/smoking policy on campus. Facilities is ordering banners that will be placed in designated smoking areas.

The Council members are asked to review the evaluations, as IPC's roles and direction will be an item on the next meeting agenda.

#### IV. **Goals for 2008-09**

IPC members were asked to think about IPC's goals for this year and to discuss them with the constituents they represent. A milestone was accomplished by IPC last year in completing the Institutional Review and Planning documents. This year, departments will be asked to evaluate what progress and improvements have been made in their areas, as a result of their planning and resources they have received to support their planning. Overall, the themes focus around requests for more full-time faculty, better classroom resources, better methods to address staffing needs, and procedures to determine how to staff the San Marcos campus and the centers.

It was suggested that an E-mail be sent out to remind the department chairs to review their goals.

#### V. **Institutional Review & Planning Themes**

Berta Cuaron stated that she will be compiling the institutional review and planning common themes and goals based on the feedback Council members gave in their summaries. This compilation will be an item on the next meeting agenda.

#### VI. **Student Learning Outcomes**

The handouts, "Student Learning Outcomes, Commission on Policies, June 2008," "Course Student Learning Outcomes," and the "Accrediting Commission for Community and Junior Colleges, Rubric for Evaluating Institutional Effectiveness – Parts I-III," were discussed. These documents were also shared with the Chairs/Directors and the Faculty Senate.

The Rubrics from ACCJC have three areas of evaluation in the self-study process:

1. program review - colleges are to be at the highest level (Level 4) of the Rubric, sustainable with continued quality improvement at instructional and department levels as an ongoing process and define priorities
2. planning – highest level (Level 4)
3. student learning outcomes, which has been a standard for six years, adopted June, 2002, colleges are expected to be at the developmental stage (Level 2).

At Palomar, the framework is in place and is now a curriculum requirement in the course review process. The Faculty Senate leadership and the Learning Outcomes Council need to move the process along.

The ACCJC is very clear in its expectations of the Rubric's three areas of evaluating institutional effectiveness. The Commission is being required to defend its practice of a peer evaluation by the U. S. Department of Education. Colleges are under public scrutiny and being held more accountable. We must do everything we can to be ready for the ACCJC site visit scheduled on March 19-12, 2009. Of the 13 colleges evaluated in Spring 2008, 11 colleges were placed on warning and/or probation.

Faculty must drive the student learning outcomes process. To facilitate and support faculty in developing course level student learning outcomes and assessments, some meeting times and areas will be created during the Fall semester so faculty can meet in small groups on a weekly basis. This is an opportunity to be actively involved with peers in order to complete the student learning outcomes cycle. An E-mail will be sent to full-time faculty regarding meeting times and places, taking place on the first and third Fridays of the month, the first meeting being held on September 19, 2008. Other meeting times will be arranged on different days and times, plus a meeting will be scheduled at the Escondido Center. An E-mail will be sent to full-time faculty as a notice of all of the scheduled working sessions. Part-time faculty will be compensated for attending any of these sessions. Reimbursement for lunch for departments to discuss and develop course level student learning outcomes and assessments will also be supported.

#### VII. Self-Study, Planning Agendas

The accreditation self-study planning agendas will be distributed to SPC and the Faculty Senate next week. There are 10, as opposed to 42, self-study planning agendas that are very focused, targeting and challenging. The self-study planning agendas will be an agenda item at the next meeting.

#### VIII. Perkins Planning and Advisory Committee

The attachment, "Governance Structure of the Perkins Planning and Advisory Committee," is a name change from VTEA to the Perkins Planning and Advisory Committee. This is official language from the Department of Education and specifies members on the Committee. The Committee makes recommendations for the distribution of Perkins funds for career/technical programs and services and reports to IPC for information only. The Perkins Planning and Advisory Committee will be an action item at the next meeting.

#### IX. Question of the Day

There were questions in reference to energy issues on the main campus. There is an interim plan, plus a final plan, which will involve a shut-down of the District for 10-14 days sometime in December, 2009.

#### X. Other

Judy J. Cater made the announcement of a modified procedure that will take place in the Library. The modified procedure allows Library users to bring drinks into the Library as long as they have securable lids. The tables where the drinks were placed before at the entrance doors will be eliminated. Library signs will be changed noting this change.

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