



INSTRUCTIONAL PLANNING COUNCIL MINUTES

September 24, 2008

Members Present: Mark Bealo, 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, Kathleen Sheahan, Mollie Smith, Mark Vernoy, Debi Workman, Claudia Duran-ASG Rep.

Member Absent: Judy Dolan

I. Approval of September 10, 2008 Minutes

MSC Judy J. Cater / Debi Workman to approve the minutes of September 10, 2008, with one correction in number I., correcting the spelling of Debi Workman.

II. Perkins Planning & Advisory Committee

To reflect federal legislation changes, VTEA is now called Perkins. The Advisory Committee membership now requires one academic faculty member and one K-12 representative.

MSC Judy J. Cater / Mollie Smith to approve the Fall 2008 governance structure name change and membership additions to the Perkins Planning & Advisory Committee.

III. 2007-08 Accomplishments

The “Instructional Planning Council Annual Report 2007-08” was reviewed. The four accomplishments include: (1) modified, adopted and implemented a two-year Institutional Program Review and Planning (IPR&P) process; year one focused on planning and year two is focused on evaluation, progress and updating the plan, (2) reviewed and summarized 89 IPR&P documents, which is 100 % participation by the academic and career technical programs, plus noted common themes and issues across the plans, (3) completed Faculty Hiring Priority Recommendations for 2009-10 and (4) allocated \$122,042 from the 75/25 one-time supply fund to academic departments and programs that submitted eligible requests.

IV. Review/Revise IPC Role

The revised “Governance Structure of the Instructional Planning Council,” was discussed. IPC is evolving as a Council and its roles and responsibilities are changing. It was noted that the IPR&P is incorporated into the revision of the document, as IPC has taken responsibility for this process, as have the other Planning Councils. Some possible changes were pointed out in the document. This is a work in progress and will require more fine-tuning and the Council members are asked to review the document again for any additional changes.

A cleaner format of the document will be presented at the next meeting, so the revised document can be forwarded to the Strategic Planning Council (SPC) for adoption.

V. **Goals for 2008-09**

Berta Cuaron stated that goals for 2008-09 will be discussed at the next meeting.

VI. **Institutional Program Review & Planning Themes**

The “Common Themes from Institutional Program Review and Planning Documents, 2007-08” was discussed. There were four dominant themes in the IPR&P documents, the themes are: (1) full-time faculty, (2) staff needs, (3) budget and (4) facilities. For full-time faculty, it was suggested to add resignations in addition to retirees. The issue of having online registration for non-credit classes 100% of time was discussed. It was noted that the IPR&P timeline needs to be shared with the Council again and discussion needs to take place regarding the timeline for the second year of the process. The Council members are asked to review this document for any additional changes.

VII. **Self-Study Planning Agendas**

The handouts, “Accreditation Self-Study Planning Agendas, Draft 2 – Includes SPC Input” was discussed. There has been an incredible job done on the accreditation process for the whole college. The agendas focus on ten issues to be addressed by the college. SPC and the Faculty Senate have reviewed and given input on this document and it is being circulated among all constituency groups. The planning agendas provide direction for the entire college.

Planning agenda #3 addresses the budget process and #6 addresses the ratio of full-time to part-time faculty, which is being worked on by the 75/25 work group, (until they come up with a new name). The workgroup will recommend a plan/strategies to hire more full-time faculty when there is available funding.

Planning Agenda #1 is focused on the student learning outcomes process as the college must be at the proficiency level by the year 2012. The Basic Skills Committee will move ahead with its plans as identified in #4. More collaboration is needed in the career/technical programs and basic skills in order to help students develop their academic skills.

There was discussion regarding the Emergency Preparedness Plan (EPP) for the campus, when the revised plan will be complete, and when training will take place. Berta Cuaron stated that the EPP will be on the next SPC agenda and that she will bring the plan to IPC for discussion.

This document will not come back to IPC, as SPC is expected to accept the planning agenda document at its October 7, 2008 meeting, but there is the time for minor edits. It was stated that number 10c. could read as follows, “to enhance professional development opportunities for all college constituencies to learn about shared governance.” This will become the primary document of the accreditation self-study.

MSC Mark Vernoy / Wilma Owens to endorse the Accreditation Planning Agendas, Draft 2 – Includes SPC Input, as presented.

VIII. Student Learning Outcomes

The student learning outcomes working sessions have been held on scheduled days and times. The faculty was thanked for taking information back to their groups. It is important for faculty to take advantage of these working sessions and to make good progress on developing student learning outcomes for courses.

IX. Question of the Day

The handout, an E-mail regarding “Budget Update – September 23, 2008,” from Erik Skinner, Vice Chancellor for Fiscal Policy, Chancellor’s Office, was discussed. Governor Schwarzenegger signed into law the 2008-09 State Budget. There were substantial budget issues that delayed the passing of the state budget. Some of the highlights of the budget include, (1) California Community Colleges are limited to 2% growth (2) there is less than 1% for COLA, (3) categorical funds are flat-lined with no COLA for this year, (4) enrollment fees remain at \$20 per unit, (5) property tax will be partially backfilled, (6) the Chancellor’s Office budget will be reduced by \$1/2 million and (7) funding for the new Library will be removed from the State budget for at least two years. It was pointed out that Palomar must still maintain its 5% reserve as per governing board policy.

The Multi-Instructional Building (MIB), Health Services, Humanities and Industrial Trades buildings will be funded from Prom M funds.

There is always the possibility the State can come back with mid-year budget cuts. The full-time faculty obligation will be posted by the System Office in the next couple weeks.

The Basic Skills Committee (BSC) has met with the architect to plan for the Teaching/Learning Center (TLC) at Escondido and will meet 3-4 more times in order to get a clear picture of what will serve students best. When the plans are finalized, they will be sent to the DSA, Department of State Architects. The architect is also looking at parking issues. The BSC has a deadline to meet in designing and constructing the TLC. The remodel of the entire Escondido Center will occur later. A task force will be convened to define the academic programs and services for the Escondido Center and the Fallbrook Center.

X. Other

The Accreditation Self-Study Draft #5 and the entire introduction components are posted on the website and copies of the document have been posted at strategic areas on campus, including in the Part-time Faculty Center, for people to review and provide factual corrections. Draft #5 will be on the October 7, 2008 SPC agenda for adoption.

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