



**INSTRUCTIONAL PLANNING COUNCIL  
MINUTES  
May 9, 2012  
Approved 08.29.12**

**Members Present:** Alan Aquallo, Mark Bealo, Richard Borden, Judy Cater, Berta Cuaron, Haydn Davis, Jose Fernandez, Byung Kang, Norma Miyamoto, Linda Morrow, Michael Mufson, Shayla Sivert, Mollie Smith, Dan Sourbeer, Debi Workman

**Members Absent:** Karen Boguta, Zeb Navarro, Chris Norcross, Wilma Owens, Greg Torres – ASG Representative

**Recorder:** Glynda Knighten

Vice President for Instruction Berta Cuaron called the meeting to order at 2:05 p.m.

**I. Approval of Minutes**

**MSC Aquallo/Smith to approve the minutes of April 25, 2012 as corrected. Judy Cater abstained.**

**II. IPC Subcommittee Recommendations – Faculty Priority Hiring 2013-14**

- Vice President Cuaron distributed the faculty priority hiring recommendations as compiled by the IPC subcommittee.
- The list will go to Strategic Planning Council as information on May 15.
- VP Cuaron noted that the subcommittee used data to prioritize the list, and she thanked them for their neutrality in prioritizing the list.

**MSC Cater/Fernandez to approve the Faculty Hiring Priority Recommendations for 2013-2014.** (The list will be updated to reflect that the SOC, DRC, and CFT positions are 1 of 2 requests.)

**III. 2012-13 Strategic Plan, Action Plan Year Three Goals and Objectives – focus on Goal #2 – Strengthen student programs and services to support educational goals.**

SPC (Strategic Planning Council) requested IPC and SSPC (Student Services Planning Council) focus priorities for 2012-2013 on Goal #2 to ensure implementation of the Student Success Task Force (SSTF) recommendations. Among the recommendations are (1) prioritize student registration, (2) ensure students have education plans by the end of their first year, and (3) ensure students have completed foundational skills classes by the end of their first year.

The discussion produced the following goals and objectives to send to SPC:

1. Prerequisite implementation plans
2. Define and implement the First Year Experience with the intent to expand the program to capture all students and move them through the system. Expand to all content classes so that students have skills to succeed in their first year.
3. Matriculation Pathway & Communication – Create a pathway for student success to know a student's goals and how to guarantee the student's progress through the pathway. Example: In past years, MiraCosta College had a center for re-entry students – an “assessment/intake” center.
4. Assessment of existing services, looking for overlaps
5. Provide ways for disciplines to gather majors with faculty early in their time at the College. Benefits of this are (1) majors get information directly from faculty and (2) current students mentor incoming students. Examples: Graphic Communications did this during its Career Day, Communications did this with Media Days, and another Sacramento State held a full day event that included tribal leaders and counselors talking with majors.
6. Provide career pathways for disciplines.
7. Evaluate/streamline degree units in certificate/degree programs to get students through them quicker and increase success.

#### **IV. Recommendations from working group on PRP allocation process**

The Council needs to keep these recommendations in the forefront as they work on the next PRP allocation process.

#### **V. Other**

The need for an updated IPC website was discussed. Glynda asked for feedback on what the Council would like to see included, i.e., agendas and minutes (archived and current), Council membership, governance structure, etc. Michael Mufson and Mark Bealo offered to assist with setting up a new website using WordPress.

#### **VII. Announcements**

- The Faculty Tea is on May 10.
- Concert Hour featuring honor students will be followed by a retirement reception for Dr. Peter Gach.
- A retirement reception for Ralph Ferges will be held on May 11.
- Pinning ceremony for nursing students will be held on May 14.
- Graphic Communications has a Screen Printing Club. They will offer services to departments by doing projects in-house.
- The Budget Committee set aside \$240,000 in capital outlay funds for IPC PRP allocations.
- The Council set aside \$93,000 from its SPPF money to roll over to 2012-2013.
- For 2012-2013, there will be 20% budget reductions for 4000 and 5000 accounts and 10% reductions for 2000 accounts (short-term/student hourly).

- There was general discussion regarding the Technology Plan 2016, computer replacements, and levels of computers needed by classes.

Vice President Cuaron thanked the Council for its great work this year and the Council in turned thanked VP Cuaron for her leadership.

The meeting adjourned at 2:55 p.m.

**Next Meeting – first meeting of Fall 2012:**

**Wednesday, August 29, 2012**

**2:00 – 4:00 p.m.**

**AA-140**



# INSTRUCTIONAL PLANNING COUNCIL MINUTES April 11, 2012 Approved 4/25/12

**Members Present:** Alan Aquallo, Mark Bealo, Richard Borden, Judy J. Cater, Berta Cuaron, Haydn Davis, Jose Fernandez, Byung Kang, Norma Miyamoto, Linda Morrow, Michael Mufson, Zeb Navarro, Chris Norcross, Wilma Owens, Shayla Sivert, Mollie Smith, Dan Sourbeer, Debi Workman

**Members Absent:** Karen Boguta, Greg Torres – ASG Representative

**Recorder:** Glynda Knighten

Vice President for Instruction Berta Cuaron called the meeting to order at 2:05 p.m.

## **I. Approval of Minutes**

**MSC Cater/Fernandez to approve the minutes of February 29, 2012, as amended.**

**MSC Miyamoto/Morrow to approve the minutes of March 14, 2012, as presented.**

**MSC Owens/Sourbeer to approve the minutes of March 28, 2012, as corrected.**

## **II. Staffing Plan – Year 2 – update, handout**

The Council reviewed the Staffing Plan update. Dean Cater led the discussion of the SBS section of the document, noting that Fall 2011 FTEF was used to calculate the ratio of current full-time faculty to optimum full-time faculty. Faculty projection used the 75/25 ratio.

Additional discussion included

- Headcount and FTE ratios were calculated with and without noncredit matriculation (NCM) numbers. There will be additional discussion of the need to include calculations with and without NCM numbers.
- CTEE section does not include the staff at the Escondido Center and the education sites.
- Instruction Office section includes office staff, TERB, and Faculty Senate positions.
- The prioritized list of positions was distributed and includes 35 positions as discussed at IPC. The grade placement for new positions is a projection/recommendation for the grade and does not indicate that the position will be filled at that grade.
- The document has been sent to Human Resource Services for inclusion in the Staffing Plan. When completed, the updated plan will be sent to SPC, and VP Cuaron will bring the completed documents to the Council.
- There will be appendices to the Staffing Plan document.
- VP Cuaron will use this information as guidance for recommendations to President Deegan for filling and hiring positions.
- The 75/25 Workgroup is working on documents that support the hiring of full-time faculty, including one that explains the IPC subcommittee's prioritization process, the State's Faculty Obligation Number (FON), and the general philosophy and criteria used in determining the number of full-time faculty to be hired.

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### **III. Evaluation of Planning and Resource Allocation Process**

See attachment

### **IV. Progress Report on Strategic Plan Goals and Objectives, Action Plan Year 2**

Objective 2.6 – Address this objective when we look at Student Success Task Force recommendations.

Objective 2.7 – The College is already doing this.

### **V. 2012-13 Strategic Plan, Action Plan Year Three Goals and Objectives**

Goals and objectives need to reflect Student Success Task Force (SSTF) Recommendations, with an emphasis on

- 1) Matriculation
- 2) Basic Skills/Accreditation
- 3) Student Retention/Completion (Scorecard?)
- 4) Programs of Study – certificates/degrees
- 5) Professional Development

The college needs to be ready and “ahead of the game” in implementing these recommendations before they become law. The implementation timeline is anticipated to be one year.

The College should research how grant activities support SSTF recommendations and avoid duplication of activities and resources used.

VP Cuaron will send the SSTF recommendations, and at the next meeting the Council will brainstorm goals and objectives that align with SSTF and then forward three or four over-arching recommended objectives for 2012-13.

**VI. Other – Governance Self-evaluation** will be distributed by Institutional Research & Planning.

### **VII. Announcements**

- April 13-22 – *Last Summer at Bluefish Cove* performances
- April 15 – Dr. Peter Gach’s final performance as Palomar College Artist in Residence
- April 16 – Fire Academy graduation
- April 17 – The State of LGBTQ Activism keynote address by Christopher Joseph Rocha & LGBTQ Occupy San Diego Activists
- April 18 – Between the Silence: PerformingHeARTs OUT Loud!
- April 18 – Native American martial arts demonstration/event
- April 20 – Planetarium will have its first public showing.
- April 26 – Fashion department’s Fashion Show
- April 27 – STEM Center dedication
- June 6 – Paramedic graduation

The meeting was adjourned at 3:55 p.m.

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## INSTRUCTIONAL PLANNING COUNCIL MINUTES

March 28, 2012  
Approved 4/11/12

**Members Present:** Alan Aquallo, Mark Bealo, Richard Borden, Judy J. Cater, Byung Kang, Norma Miyamoto, Linda Morrow, Michael Mufson, Wilma Owens, Shayla Sivert, Mollie Smith, Dan Sourbeer,

**Members Absent:** Karen Boguta, Haydn Davis, Jose Hernandez, Zeb Navarro, Chris Norcross, Debi Workman, Greg Torres

**Recorder:** Glynda Knighten

Vice President Cuaron called the meeting to order at 2:10 p.m.

### **I. MSC Cater/Miyamoto to approve February 22, 2012, minutes as corrected.**

The February 29 minutes are in the process of being transcribed and will be ready for approval at the April 11 meeting.

### **II. Program Review and Planning**

#### **a. Review and approve PRP form changes and timeline**

The Council discussed the three PRP handouts distributed at the March 14 meeting and the directions for completing the forms that were distributed at today's meeting.

- Academic Department Resource Requests – the primary form used by disciplines
- Instructional Programs – Year 1 – the form used by academic departments when requesting resources
- Instructional Support and Other Units – the form used by other units
- Directions for Completing the PRP documents

The current schedule provides nine weeks in the spring to prepare a rough draft of the PRP and four weeks in the fall to finalize the PRP. September 14 is the date the PRP is due to division deans, and September 28 is the date the PRP is due to Instructional Services and Research & Planning.

- b.** A small group of IPC members prepared the directions document. The Council reviewed the documents and edits were suggested. Dean Miyamoto will update the document and send to VP Cuaron for distribution with the forms.

**MSC Mufson/Owens to approve the PRP documents and instructions (with edits).**

- c. The Council will begin the formal evaluation of the PRP process at the April 11 meeting. The evaluation will focus on (1) what went well, (2) what needs to be improved, and (3) how to improve the process. Getting input from department personnel was suggested.

### III. Staffing Plan Update – Year 2

- a. Review Prioritized List

The Deans will integrate the priority positions in the staffing plan and project updated staffing level needs for the next five years. The 75/25 ratio will be used for 2012-2013 per the recommendation of the 75/25 Workgroup but a more realistic approach or formula needs to be developed before next year's Staffing Plan update. The plan will be completed within two weeks. A draft will be brought to IPC on April 11.

Vacant positions are represented and new positions are included on the staffing plan. The Council will review the Plan and will be able to see how staffing needs have changed, using the positions requested in the PRPs.

- b. Full-time Faculty Projections

The deans will make faculty projections based on Fall 2011 FTEF. They are currently waiting on recommendations from the 75/25 Workgroup. There will be two projections: an ideal projection with 75/25 ratio and a realistic projection based on the FON (Faculty Obligation Number).

The faculty position request form will be distributed to the chairs/directors at the April 6 meeting.

Note: The 75/25 Workgroup was convened by the Strategic Planning Council. Members of the workgroup include the Faculty Senate president and past president, PFF co-presidents, a representative from the division deans, Vice President for Instruction, Director of Institutional Research & Planning, and a representative from Finance and Administrative Services.

### IV. Other – No additional topics were discussed.

### V. Announcements

- March 29 – 2:00 p.m. – Katherine Gannett's retirement party in Staff Lounge
- Diversity Day is March 29.
  - "Female Puberty Rights" Panel Discussion – MD-157 at 2:00 p.m.
  - L Frank Lecture (Keynote speaker for Diversity Day) – Student Union at 5:30 p.m.
- April is LGBTQ Awareness Month.
  - April 13 – *Last Summer at Blue Fish Cove* opens
  - April 18 – Day of Silence; *Between the Silence* (music and dance event)
  - Performing Hearts Blog is available.
  - CSUSM – *Spring Awakening* (an original play)
- April 15 – Dr. Peter Gach's final performance as Palomar College Artist in Residence at CA Center for the Arts in Escondido.

- The Annual Report 2012 was submitted to ACCJC today. The Council reviewed the handout of the report, which is posted on the [Accreditation website](#). Reporting requirements for a more extensive SLOAC report to be submitted in Spring 2013 will be provided by ACCJC.

The meeting was adjourned at 3:00 p.m.

**Meeting Schedule for Spring 2012**

2:00 – 4:00 p.m.  
Room AA-140  
Wednesday, April 11  
Wednesday, April 25  
Wednesday, May 9

**Future Agenda Items:**

- Student Success Task Force Recommendations
- Evaluation of PRP and SPPF processes
- Progress Report on Objectives 1.1, 2.4, 2.6, and 2.7
- Prioritized Full-time Faculty Positions for 2013-2014 – IPC Subcommittee recommendation





# INSTRUCTIONAL PLANNING COUNCIL MINUTES Approved 4/11/12

March 14, 2012

**Members Present:** Alan Aquallo, Mark Bealo, Richard Borden, Judy J. Cater, Berta Cuaron, Haydn Davis, Jose Fernandez, Byung Kang, Norma Miyamoto, Linda Morrow, Michael Mufson, Zeb Navarro, Chris Norcross, Wilma Owens, Shayla Sivert, Mollie Smith, Dan Sourbeer,

**Members Absent:** Karen Boguta, Debi Workman, Greg Torres – ASG Representative

**Guests Present:** Michelle Barton, Marty Furch

The meeting was called to order at 2:00 p.m.

## **I. Approval of January 25, 2012 and February 8, 2012 Minutes**

MSC: Cater/Fernandez, to approve the minutes of January 25, 2012.

MSC: Sourbeer/Morrow to approve the minutes of February 8, 2012.

## **II. Staffing Plan Update – Year 2**

- a. Review of Prioritized List of PRP Position Requests -  
Classified/CAST/Administrative Positions (Handout)

Vice President Cuaron discussed the Staffing Plan process with the Council.  
The Instructional Services Division will work to complete the documents by April 6.

- b. Full-time Faculty Projections

The form has been approved by the Senate and will go out to departments and disciplines soon.

## **III. Review PRP Form and PRP Resource Allocation Process**

A draft revision of the PRP form and a draft PRP Evaluation Process were distributed and discussed. The Council approved changes to the form and the timeline. Departments and programs will have the duration of the Spring 2012 and the first four weeks of the fall semester to complete the PRP cycle. The PRP will be due to the Division Deans on September 14 and to Research and Planning by September 28.

There was extensive discussion on the instructions page. Dean Miyamoto will incorporate the suggested changes and send the form out for review to the Council.

## **IV. Other**

The meeting was adjourned at 2:50 p.m.



# INSTRUCTIONAL PLANNING COUNCIL MINUTES

Approved 4/11/12

February 29, 2012

**Members Present:** Alan Aquallo, Mark Bealo, Richard Borden, Judy J. Cater, Berta Cuaron, Haydn Davis, Jose Fernandez, Byung Kang, Norma Miyamoto, Linda Morrow, Michael Mufson, Zeb Navarro, Chris Norcross, Wilma Owens, Shayla Sivert, Mollie Smith, Dan Sourbeer, Debi Workman

**Members Absent:** Karen Boguta

## **I. Approval of February 22 Minutes - postponed**

VP Cuaron reviewed the agenda and the items that must be addressed with action today.

## **II. Staffing Plan Update – Year 2**

Thirteen (13) positions that were categorized as “department support” were prioritized to complete the list for the Staffing Plan. A question was asked as to why Title V/HSI positions were being requested this year. The response was that even though the funding doesn’t go away until Fall 2014, the positions need to be considered for general funding now so they can be institutionalized by the time the grant has ended. Questions were also asked regarding the Web Master position requested by Academic Technology, the Education Specialist at Fallbrook, and the Noncredit Matriculation Director. Council members took five minutes to review their rankings and then the positions were ranked as follows:

Department Support position rankings –

| Ranking | Department                    | Position Title                    | % of Position                               |
|---------|-------------------------------|-----------------------------------|---|
| 1.      | American Indian Studies       | Academic Department Assistant     | Increase from 60% to 100%                   |
| 2.      | Extended Education--Fallbrook | Education Specialist              | 100%  |
| 3.      | Child Development             | Academic Department Assistant     | Create new 100% (currently shared with MCS) |
| 4.      | Performing Arts – Music       | Instructional Support             | 40%   |
| 5.      | Languages & Literature        | Title V/HSI Office Specialist     | 45%   |
| 6.      | Languages & Literature        | Title V/HSI Project Supervisor    | 100%  |
| 7.      | ESL                           | Non-credit Matriculation Director | 100%  |
| 8.      | Languages & Literature        | Title V/HSI Specialist            | 100%  |
| 9.      | Academic Technology           | Webmaster                         | 100%  |
| 10.     | Communications (PCTV)         | Production Coordinator            | 100%  |
| 11.     | Performing Arts (Dance)       | Costumer                          | 100%  |
| 12.     | Academic Technology           | Staff Trainer                     | 100%  |
| 13.     | Academic Technology           | Motion Graphics Specialist        | 100%  |

## **III. Discretionary Accounts – Recommendation for 2012-13 Reductions**

The Budget Committee has asked the four planning councils to make recommendations regarding budget reductions to the discretionary accounts for fiscal year 2012-13. The District is facing a \$6 million reduction and a loss of 1,000 FTES if the State initiative does not pass in November. There was extensive discussion about what these reductions mean in the overall picture of the total budget that needs to be reduced. Members expressed concern that they don’t feel they have all the facts. It was asked if we have flexibility to recommend

a different percentage to each category and the answer was “yes.” It was also stated that not recommending some percentage reduction wasn’t an option. Reductions to the 1400, 2300 and 2400s will mean reduced hours in services, as there is no way to avoid this. It will mean reduced services. Reducing the 4000s more than the other categories makes more sense as we have lottery funds to help with instructional supply needs. Doing only the minimum of 10% will only mean that reductions will have to take place elsewhere, and that is more than likely to happen in salaries and benefits (negotiations matter). It was recognized that reductions to the discretionary accounts is really a “drop in the bucket” of the total cuts that the District needs to make. We have to recognize that we are not operating in a “business as usual” manner. This is the third year in a row that we will lose revenues and there is no expectation that the State’s fiscal outlook will improve for the immediate future.

**MSC: Miyamoto/Cater to recommend a 10% reduction in the 1400, 2300, and 2400s and 20% in the 4000 and 5000s. Further discussion occurred. Motion was amended to:**

**MSC: Miyamoto/Owens to recommend an across the board 20% reduction in the 1400, 2300, 2400, 4000, and 5000 discretionary accounts for budget development 2012-13. The vote was 8 to 6 in favor of the motion, with one abstention.**

It was asked that there be reassurances that Instruction would not be asked to take reductions that are higher than any other division. VP Cuaron gave assurances that this message would be carried to the Budget Committee.

#### **IV. Program Review and Planning**

**At the next meeting, we will review the PRP document to see what minor changes we want to make and to provide better instructions for completing the form. It was stated that making major changes to the form will create significant work for Research & Planning, as the form is established in a database that cannot be easily reprogrammed. Further discussion clarified that the need is really to improve the instructions. PRP forms will be sent to the Council so members can come prepared to discuss recommended changes at the next meeting.**

#### **V. PRP and SPPF Balances**

We have approximately \$90K available from SPPF and \$14K available from the PRP contingency funding. It was suggested that given the reduced budgets for 2012-13, it would be best to keep these contingencies for next year’s PRP. Unless there are any pressing needs, these funds will be carried into next year. Dean Owens stated that there were two requests that were funded by Perkins so these funds will be returned to the PRP contingency.

**MSC: Owens/Workman to keep the SPPF and PRP balances available for allocation to next year’s PRPs.**

The meeting was adjourned at 3:30 p.m.



# INSTRUCTIONAL PLANNING COUNCIL MINUTES Approved 3/28/12

February 22, 2012

**Members Present:** Alan Aquallo, Mark Bealo, Karen Boguta, Richard Borden, Judy J. Cater, Haydn Davis, Jose Fernandez, Byung Kang, Norma Miyamoto, Linda Morrow, Michael Mufson, Zeb Navarro, Wilma Owens, Shayla Sivert, Mollie Smith, Dan Sourbeer, Debi Workman, Greg Torres – ASG Representative

**Members Absent:** Berta Cuaron, Chris Norcross

**Guest Present** Joe Newmyer

In the absence of Vice President Cuaron, Dean Wilma Owens chaired the meeting.

## **I. Approval of January 25, 2012 and February 8, 2012 Minutes**

The minutes of the January 25<sup>th</sup> meeting were approved as submitted.

The minutes of the February 8<sup>th</sup> meeting will be brought to a future meeting.

## **II. Budget Update and Projections – Interim VP Joe Newmyer**

Interim Vice President Joe Newmyer attended the Council to provide an update on this year's budget and projections for next year. Highlights of the presentation were:

- The CCC budget will be significantly reduced if the Governor's proposed tax initiative fails.
- If the initiative fails, Palomar's projected revenue would be reduced by almost \$5 million.
- Competing ballot initiatives will make a favorable outcome very difficult.
- Reducing the schedule is one measure we could take to adjust/lower expenditures but it would not reduce enough.
- We would also have to adjust other expenditures. Some possibilities are salaries and benefits, discretionary funds, etc. He emphasized that some of these would need to be negotiated with employee groups.
- Some savings have already been budgeted and he provided a handout with these numbers.

After his presentation, Mr. Newmyer answered questions from the Council.

## **III. Staffing Plan Update – Year 2 - Handouts**

- a. Prioritization of Vacant and PRP Position Requests -  
Classified/CAST/Administrative Positions
- b. Full-time Faculty Projections

The Council continued work on the Staffing Plan by prioritizing vacant and new position requests (Classified, CAST and AA) submitted through the PRP process. Using previously established and

agreed upon criteria (1. Needed for Health and Safety of staff and students; 2. Required for program accreditation; 3. Needed to enhance student success; and 4. Direct department or program support), the Council reviewed and prioritized positions that had been put in Category 3. Prioritization of Categories 1 and 2 were prioritized in a previous meeting. The prioritized list will be included in the Staffing Plan and on record as part of the IPC minutes.

#### **IV. Discretionary Accounts – 2012-13 Reduction**

Recommendations (Continue at 2/29/12 Special IPC Meeting)

Dean Owens reminded the Council to review discretionary accounts and come to the February 29<sup>th</sup> meeting prepared to discuss the impact of 10% and 20% cuts. Vice President Cuaron will take recommendations to the Vice Presidents.

#### **V. PRP and SPPF Allocation Balances**

The Council discussed the PRP and SPPF allocation balances and agreed by consensus that any unallocated funds be held in a contingency.

#### **VI. Other**

The meeting was adjourned at 3:45 p.m. Following the regular Council meeting, Dean Owens convened a meeting of the subcommittee.



# INSTRUCTIONAL PLANNING COUNCIL MINUTES Approved 03/14/12

**February 8, 2012**

**Members Present:** Alan Aquallo, Mark Bealo, Richard Borden, Judy J. Cater, Berta Cuaron, Haydn Davis, Jose Fernandez, Byung Kang, Norma Miyamoto, Linda Morrow, Michael Mufson, Zeb Navarro, Wilma Owens, Shayla Sivert, Mollie Smith, Dan Sourbeer, Debi Workman, Greg Torres – ASG Rep.

**Members Absent:** Karen Boguta, Chris Norcross

**Introductions:** VP Cuaron introduced Gregory Torres as the new ASG representative to the Council.

I. **Approval of January 25, 2012 Minutes**

The minutes will be considered at the next meeting.

II. **Staffing Plan Update – Year 2**

The PRP position requests for Classified, CAST and Administrative positions is for updating the Staffing Plan. VP Cuaron stated that it is very important, even though we are not filling positions, to have the Staffing Plan updated and to have a priority list in place so it is ready when needed. The consensus of IPC was to use the same four priority factors from last year, which are:

- 1) Health and safety
- 2) Accreditation
- 3) Direct student impact
- 4) Department/program support

The “2010- PRP Resource Requests, Permanent Classified Positions” was sorted by the four priority groups. It was noted on page one, the first position request for Nursing, Full-time Student Success Advisor is a priority #3. On page two, under Academic Technology, Instructional computer Lab/Help Desk Specialist is not a “1?”, but is definitely a priority #1. There was discussion whether this was a real safety issue and it was agreed that it was a safety concern for evening students and staff.

**MSC Michael Mufson/Hadyn Davis for the Academic Technology, Instructional Computer Lab/Help Desk Specialist position remains a priority #1 – health and safety.**

There was extensive discussion on the methodology of ranking and prioritizing PRP position requests by category first, such as all of priority #1s, or to use a point scale for each priority factor and to look at all four priorities for every position. The point scale would give a clearer picture and would fully integrate the process by applying each priority factor to each position.

It was agreed to rank all priority #1s and priority #2 (one position), thereby, ranking the first seven positions. The Council members went through the ranking and prioritization process for priority #1s (health and safety) and priority #2 (accreditation) positions.

The ranked and prioritized list is:

- 1) EME – Full-time Clinical Coordinator
- 2) Life Sciences –Upgrade current 80% to 100% for Instructional Support Assistant - Microbiology
- 3) Theatre Arts –Instructional Support, Grade III – Technical Theatre
- 4) Graphics – Instructional Support Assistant I – Print & Screen Print Workshop, Student Labs
- 5) Acad. Tech. – Instructional Computer Lab/Help Desk Specialist
- 6) Photo – Evening Instructional Support Assistant I
- 7) Planetarium – One Full-time Contract Position, Reservations & Ticket Sales

There was discussion on how to expedite the process. It was agreed that each Council member would do a homework assignment of ranking all priority #3s (direct student impact) and all priority #4s (department/program support), using the same method and to bring their completed assignment to the next IPC meeting.

### **III. Budget Update and Projections**

The "Palomar Community College District, Summary 3 Year Projection with Both Tier I and Tier 2 and Deficit Factor of .4515%, Fund 11 Unrestricted (without Designated but with Lottery)" (12/20/11); "2011-12 Apportionment and FTES" (12/21/11); "Discretionary Accounts" (1/24/12) and "Budget Projection – Including Lottery but Excluding Other Designated" (1/24/12) documents were distributed and reviewed.

The budget projection document has two columns: 1) if the election succeeds, and 2) if the election fails. The designated FYE balance would be \$11.7 million if the election succeeds, and if the election fails, the designated FYE balance would be \$9.5 million. In the 1000s and 2000s accounts, the college is making huge assumptions of salary savings from current vacant positions, realizing a savings of \$2.4 million. The college is trying to identify \$3 million in the budget this year to help with the projected loss of \$4.5 million in 2012-13. The Budget Committee is looking for savings in the 5000s accounts. The hiring freeze remains in effect.

VP Cuaron stated that the Governor's budget is relying on the State tax initiative on the November, 2012 ballot to pass, and it must pass to help community colleges or there will be significant financial problems for community colleges. If the election fails, the college would lose approximately \$4.5 million in our budget due to the State projecting the FTES cap could be reduced by 1,000. The college earns \$4,500 per FTES. This means cutting 300-350 classes. Two years ago the college generated 20,700 FTES, this year we are funded 18,400, so we have gone down 2,000 FTES (approximately 600-700 less classes) in this timeframe. Since the tax initiative is not until November, the summer schedule will remain as it was last summer and an application deadline will limit new students from enrolling. A 4/10 work week is planned for summer 2012. The Fall 2012 schedule will be flat and there will be fewer allowances on low enrollment classes. The Spring 2013 class schedule will have to be reduced if the November ballot does not pass. Just making class cuts does not give us what we need. Cutting 300 classes only saves approximately \$1 million. The college will face a \$4.5 million loss of revenue if the November ballot fails. This leaves the college very vulnerable with unpleasant decisions to make. Much could change between now and the Governor's May budget revise. There are other competing initiatives on the November ballot, which can confuse the voters and only cause them to vote "no" on every tax initiative.

It was stated that there is an organized effort through SDICCA to work on strategies at the regional level for the November tax initiative to pass. There is a march planned in Sacramento during the month of March. Also, there are a variety of groups educating the public on what the initiative means to community colleges. It was noted that several other community colleges in the State are already in severe financial trouble, with some being on the Chancellor's watch list. ACCJC has placed some colleges on probation or show cause due to their financial issues. It was stated that in the ACCJC newsletter, Standard IIC, Fiscal Resources is being given more importance than in the past.

The number one goal is to maintain peoples' positions. Mr. Jose Newmyer, Interim Vice President, Finance and Administrative Services, will give a budget projections overview at the next IPC meeting on February 22, 2012. President Deegan is conducting a College Forum in the near future.

VP Cuaron will be working with Michelle Barton and Dick Borden of Research and Planning on data needed for faculty position requests for the 2013-14 cycle.

### **IV. PRP and SPPF Allocation Balances**

There are some remaining balances in the PRP and SPPF funds and it is recommended these balances be placed in a contingency fund for next year. This discussion will continue at the next meeting.

### **V. Other**

VP Cuaron stated the "IPC/PRP 2011/12 Allocations for 2010/11 PRP Requests" are finalized and the budgets are being set up by Fiscal Services. The final allocations should be made by the time of the next IPC meeting (2/22/12), but at this time there are no distributions until everything is budgeted. This document was shared with Chairs/Directors.

The meeting was adjourned 3:45 p.m.



# INSTRUCTIONAL PLANNING COUNCIL MINUTES Approved 2/22/12

January 25, 2012

**Members Present:** Alan Aquallo, Mark Bealo, Richard Borden, Judy J. Cater, Berta Cuaron, Haydn Davis, Jose Fernandez, Byung Kang, Norma Miyamoto, Linda Morrow, Michael Mufson, Zeb Navarro, Chris Norcross, Wilma Owens, Shayla Sivert, Mollie Smith, Dan Sourbeer, Debi Workman

**Members Absent:** Karen Boguta

## **Announcements**

VP Cuaron stated that Mr. Joe Newmyer, Interim Vice President, Finance and Administrative Services, will present budget projections for next year at the next IPC meeting on February 8, 2012. He gave a budget projections overview at the Budget Committee yesterday and will do the same at a special Strategic Planning Council meeting scheduled on February 3, 2012. The College must plan and be prepared if the November tax initiative does not pass. It will mean a loss of at least \$4.5 million to Palomar in the 2012-13 budget and a possible reduction of 1,000 FTES (300-350 less classes would be offered).

### **I. Approval of January 18, 2012 Minutes**

**MSC Linda Morrow/Mollie Smith to approve the January 18, 2012 minutes, one abstention.**

### **II. Staffing Plan Update – Year 2**

The Staffing Plan Update – Year 2 criteria must be defined for developing priority factors.

Last year the four priority factors used were:

- 1) Health and safety
- 2) Accreditation
- 3) Direct student impact
- 4) Department/program support

There was discussion in reference to the four priority factors and the pros and cons of keeping the same ones as last year and how to weight them. It was noted that the definitions of the criteria of the priority factors for last year should be reviewed. It was stated that the first priority factor of health and safety is a liability to the District; the second priority factor of accreditation is necessary or programs don't exist; and the third priority factor of direct student impact is infused in all programs at the college.

The consensus of IPC was to use the same four priority factors as last year and to weight priority factors one and two together (health and safety and accreditation) and then priority three would be direct student impact and then priority four department/program support.

The handout "Vacant/Proposed and Budgeted Positions: Instruction" (1/24/12) is the edited version of currently funded vacancies. The position of Non-Credit Matriculation Program Supervisor for ESL is to be removed, as it is a reclassified position, currently filled through an out of class assignment.

There are two versions (handouts) of the "2010-11 PRP Resource Requests, Permanent Classified Staff Positions" (1/18/12). (1) Original document with positions shaded that are being removed because the position is filled or other reasons, and (2) the edited document with all positions to be considered and IPC comments inserted.



It was pointed out that the vacant and proposed budgeted positions should not be considered in developing the Staffing Plan, as the PRP resource requests for permanent classified positions have the most recent information from the departments. The question was asked if some departments left off position requests in their PRPs. The response was that the directions were to include all positions in the PRP requests, which will be verified.

VP Cuaron suggested that we consider ranking positions ten at a time. Another suggestion was to rank them 0 through 3, which in doing so, the top ones rise to the top and creates equity in rating them and consistency for the reviewers. The instructions should be made clearer to the IPC members in the ranking process.

After further discussion, it was agreed to rate only the PRP permanent classified position requests by assigning each one with a priority factor number of 1, 2, 3, or 4, creating four ranked priority groups. IPC members went through each PRP position request and assigned each a priority group. The document will be sorted by the four priority groups (health and safety, accreditation, direct student support and department/program support) and sent to the IPC members.

### **III. Other**

The finalized draft of "IPC/PRP 2011/12 Allocations for 2010-11 PRP Requests" (1/14/12) was reviewed. IPC members are to review the PRP allocations in the document for accuracy and any corrections are to be sent to VP Cuaron as soon as possible. The goal is to send the finalized document to Fiscal Services within two weeks in order for Fiscal Services to set up the budgets. These funds should be spent within one year's time of the allocations.

There are some remaining balances that IPC will have to discuss at the next IPC meeting and how they should be allocated considering next year's dismal budget scenario.

The meeting was adjourned at 3:00 p.m.



## INSTRUCTIONAL PLANNING COUNCIL MINUTES

**January 18, 2012**

**Members Present:** Alan Aquallo, Mark Bealo, Richard Borden, Judy J. Cater, Berta Cuaron, Haydn Davis, Jose Fernandez, Byung Kang, Linda Morrow, Michael Mufson, Zeb Navarro, Chris Norcross, Shayla Sivert, Mollie Smith, Dan Sourbeer, Debi Workman

**Members Absent:** Karen Boguta, Norma Miyamoto, Wilma Owens

The new member of IPC, Shayla Sivert, Interim Dean of Languages and Literature, was welcomed to the Committee.

I. **Approval of November 30, 2011 Minutes**

**MSC Debi Workman/Judy J. Cater to approve the November 30, 2011 minutes, one abstention.**

There is one correction on page two, first paragraph, the second sentence should read: "The work group first used a template created by Dick Borden and ranked the requests 1 through 9 (total of 166 requests)".

II. **Staffing Plan Update – Year 2**

The first year of "The Staffing Master Plan", took place last year. Karen Robinson and Shawna Hearn of Human Resource Services gave a presentation of "The Staffing Master Plan, Addendum, Year 2", to IPC members on October 26, 2011, which represents staffing projections for Administration, CAST, Classified Staff and Faculty.

Given the poor budget outlook, hiring is limited, but we still need to plan to guide us in the future. Last year, there was a lot of turnover in the Classified Staff areas due to transfers, resignations and retirements resulting in a high number of positions filled and creating other vacancies. Even though several positions were filled last year, the positions on the priority list were not filled. Staffing levels are really stretched, as only critical positions are being filled. As vacancies occur in Classified Staff, Administration and CAST, the positions are discussed, and job responsibilities and department needs are reviewed to determine if position needs are the same or if they have changed.

The following documents were distributed and reviewed:

- 1) "Vacant/Proposed and Budgeted Positions: Instruction" (8/2011)
- 2) "2011 PRP Resource Requests – Permanent Classified Staff Positions" (10/24/11)
- 3) "Staffing Plan: Priority Factors Form – Division: Instruction" (Updated 1.13.11)
- 4) "Staffing Master Plan: Priority Factors"

It was stated that handouts one and two represent the currently funded, vacant positions and all position requests listed on the PRPs. These two documents do not match and they need to be combined to accurately reflect the PRP requests. It was pointed out that IPC does not consider any grant positions in the Staffing Plan process. The Title V/HSI grant positions are being submitted so they can be institutionalized once the grant ends.

The "2011 PRP Resource Requests – Permanent Classified Positions", were thoroughly reviewed and those that required further information or clarification were identified. This document will be updated with today's discussions and will be used to prioritize positions at the next IPC meeting. The salary schedules and position titles and salary grades for Administration, CAST and Classified Staff will also be brought to the next IPC meeting.

The question was asked if there will be any faculty hiring this year. The response was that President Deegan is still considering the options given the State budget status.

It was also pointed out that the planning groups, one for Instruction and one for Student Services, will be looking at staffing needs for the North and South Education Centers when they are opened, which is projected to be at least three years for the South and longer for the North.

IPC needs to define the criteria for developing priorities for the Staffing Plan, Year 2. It is likely we could use the same 4 priority factors that were used last year, which were:

- 1) health and safety
- 2) program accreditation
- 3) student success
- 4) department/program support

Last year, IPC did not weight the 4 criteria. This year, IPC needs to give weight to the criteria and determine if vacant positions will be considered first before new positions.

### III. Other

Berta Cuaron stated that she is finalizing the total IPC/PRP 2011-12 allocation documents for the requested and funded 2010-11 PRPs. Division secretaries are providing the account strings necessary for the funds to be budgeted. By next week, everything should be completed and documents can be distributed to IPC and the departments.

The attachment, "IPC: Summary of Total PRP Requests, Work Group Funding Recommendations and Final Allocations," (11/30/11) was reviewed. IPC's PRP allocation fund is \$443,205. IPC allocated \$445,482, with the shortage of \$2,277, being covered by last year's carryover funds.

There will be SPPF funds from the Strategic Planning Council to be distributed this 2011-12 fiscal year as well as balances left over from the 2010-11 balance of the SPPF funds and the PRP funds.

The following represents the balances:

- 1) \$ 5,542 - 2010-11 – SPPF Funds
- 2) \$ 14,064 - 2010-11 – PRP Funds
- 3) \$ 93,600 - 2011-12 – SPPF Funds
- \$ - 2,277 - 2011-12 -- (balance needed to cover total allocation)
- \$110,929 – Approximate Balances Available for Additional Allocation

VP Cuaron stated that the PRP work groups could reconvene to allocate the additional funds. It was also suggested that contingency funds be set aside not knowing the budget for next year and what additional cuts the District could be facing.

Data on how other community colleges allocate their budgets is still being gathered. A summary of comparison will be provided at a future IPC meeting, we will discuss the PRP allocation process and determine some guidelines for the work groups so there is more equity in how allocation recommendations are developed.

At the next IPC meeting, the Student Success Task Force recommendations will be discussed.

The meeting was adjourned at 4:10 p.m.



## INSTRUCTIONAL PLANNING COUNCIL MINUTES

**November 30, 2011**

**Members Present:** Alan Aquallo, Mark Bealo, Karen Boguta, Richard Borden, Judy J. Cater, Berta Cuaron, Haydn Davis, Byung Kang, Steve McDonald, Norma Miyamoto, Linda Morrow, Michael Mufson, Zeb Navarro, Chris Norcross, Wilma Owens, Mollie Smith, Dan Sourbeer, Debi Workman

**Members Absent:** Jose Fernandez

I. **Approval of November 9, 2011 Minutes**

**MSC Steve McDonald/Judy J. Cater to approve the November 9, 2011 minutes, one abstention.**

II. **Program Review and Planning**

a. **Work Group Priority Recommendations**

VP Cuaron stated that the PRP work groups put a lot of effort into preparing their prioritized recommendations of the PRP requests for their assigned categories. Each Dean was asked to summarize the process used and then how the resource allocation recommendations were determined.

Norma Miyamoto and Michael Mufson explained the process used to prioritize the PRP requests for "Temporary/Student Workers" (there were 50+). Each PRP request was designated with a priority number based on multiple criteria. The most important criteria considered were safety, accreditation, contractual obligation and innovation. Safety was the highest criteria, but not exclusive, as long as the requests met one or two of the criteria. All of the PRP requests were prioritized with 11 requests forwarded. Three funding options were made for the 11 requests: 1) #1 Recommendation: Fund #1 through #11 at 75% of requests for a total of \$118,883, 2) #2 Recommendation: Fund #6 (ATG) and all #1s and #2s at 75% of requests for a total of \$88,350 and 3) #3 Recommendation: Fund all #1s and #2s at 75% of requests for a total of \$60,750.

VP Cuaron stated that since the modified hiring freeze there are some requests that are more sensitive than others, departments are struggling to function, and want temporary workers as needed to help with everyday operations. It was stated that with the status of the budget and the hiring freeze, there are many positions that should be permanent positions, such as lifeguards and laboratory assistants that deal with chemicals, as these functions could be a liability to the District. Critical classified positions need to be addressed as permanent classified staff.

Steve McDonald and his work group assigned the "4000s" summarized the prioritization of the PRP requests. The PRP requests ranged from \$2 to \$21,000 and it was unclear in some of the requests if ongoing funding was being requested or not. The work group did 3 groups of priorities. If any of the requests did not fit in any of the 3 groups, they put a "?" mark to see if there was other funding for the questionable requests. Each priority was subtotaled and the total for the three groups was \$73,223. There was some guesswork with some of the requests and it was difficult to rate them. The work group's ranking of instructional supplies was given the highest rating. The work group created two other categories of: 1) "No Funding Recommended" and 2) "Too Many Questions to Rank." For instance, Dance submitted a request for \$10,000 for costumes, but also stated there was other funding available in part through revenue accounts without stating that amount, so it was not known how much was already funded. There were large requests from Theatre Arts and Nursing Education. It was pointed out that any requests from Theatre Arts were items that could not be funded from Prop M funds. All of the PRP requests that were submitted were grouped in the 5 categories. It was stated that next year there needs to be a minimum amount established for funding requests for the 4000s. A request for \$2 doesn't seem necessary.

Judy J. Cater and her work group assigned the "5000s" summarized the process used to prioritize the PRP requests. The work group first used a template created by Dick Borden and ranked the requests 1, 2, and 3 (total of 166 requests). The first 15 were reviewed and the work group was unanimous in ranking these requests 1 through 15. The next group was 16 through 29 as the second ranking, and the third ranking and final group of 30 through 49.

Wilma Owens and her work group assigned "Equipment" described the process used to prioritize the PRP requests. They listed the requests by priority 1, 2, and 3, with some 4s, 5s and 6s in order to keep them on the list. The 5s were funded by other resources and the 6s were not considered valid requests for the equipment category. Priority 1 was needed for safety and continuation of program. Some people were contacted in order to verify what had already been funded in their requests. Each of the prioritized groups were totaled.

Dan Sourbeer and his work group assigned "Technology" gave a summary of the process of prioritization of the PRP requests. The work group reviewed all of the Information Services requests which had out-of-date data. There were 4 items that were essential to maintain operations. They established 2 main groups, the first group totaled \$95,022 and the second group totaled \$48,400. They did not do ranking as such, but reviewed the requests subjectively, with the same issues of how do you weigh one request over another request and had to ask some departments for clarification. They had to make judgments of how much to fund and felt faculty technology needs was important for education. It was stated that there needs to be overall planning for technology to make classroom technology standard.

Further discussion included the following comments:

- A similar approach needs to be established for next year's process so every group approaches prioritization of PRP requests the same.
- There needs to be clarification of ongoing versus one-time PRP requests for resource allocation purposes.
- There is a lot of information not known about the PRP requests, making the ranking process arbitrary.
- Clear definitions are needed in reference to prioritization instructions and funding amounts allocated for PRP requests.
- If there was more time, the departments could be asked for more information to make it clearer in their PRP requests.
- We should not be too restrictive on how the PRP requests are written in order to see the real needs of the departments.
- For supply requests, every department has a supply budget and they should use these funds to purchase their supplies now, in order for them to properly operate or will have to be innovative.
- The consensus of using the process of the work groups is good but more time would allow for follow-up questions to the departments.
- Clearer instructions and training should be provided for those writing the PRPs.

The following is the ranking of the PRP requests for each work group and resource category:

#### **Temporary/Student Workers**

(Total of all PRP requests for temporary/student workers, 2300/2400s - \$858,723)

#1 -- \$60,750  
#2 -- \$27,600  
#3 -- \$30,533

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#### **4000s - Supplies**

(Total of all PRP requests for 4000s - \$443,304)

#1 -- \$37,035  
#2 -- \$18,195  
#3 -- \$17,993

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**5000s – Other Operating Expenses**

(Total of all PRP requests for 5000s - \$993,086)

#1 -- \$27,366

#2 -- \$46,980

#3 -- \$89,773

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**Equipment – (6000s)**

(Total of all PRP requests for equipment - \$3,104,783)

#1 -- \$225,309

#2 -- \$512,400

#3 -- \$416,481

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**Technology – (6000s)**

(Total of all PRP requests for technology - \$3,145,076)

#1 – 95,022

#2 - \$48,400

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Grand Total of all PRP Requests in all categories - \$8,544,972.

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| IPC Work Group Allocation Recommendations for 2010-11 PRP Requests          | Amount            |
|---|-------------------|
| 2000s (temporary/student workers)   | \$ 60,750         |
| 4000s (supplies)  | \$ 37,035         |
| 5000s (printing & other operating expenses)                                 | \$ 27,366         |
| Equipment   | \$ 225,309        |
| Technology  | \$ 95,022         |
| <b>TOTAL</b>  | <b>\$ 445,482</b> |
| <b>Total Funding Available</b>  | <b>\$ 443,205</b> |
| <b>Total Allocation Under – Contingency from FY 2009/10 PRP Allocations</b> | <b>\$ (2,277)</b> |
| <b>TOTAL ALLOCATION FUNDED</b>  | <b>\$ 445,482</b> |

The grand total of the #1s in each work group category is \$445,482. The total amount of funds for IPC PRP allocation funds is \$443,205. That leaves \$2,277 short to fund all of the #1s. VP Cuaron stated that there is enough funding left over from last year's PRP allocations to cover the shortage, so all of #1s can be funded. The Strategic Planning Council (SPC) could be allocating approximately \$129,600 of SPPF funding to the Planning Councils.

VP Cuaron recommended that #1s in each work group be funded. It was noted that last year all of the #1s were funded. Then IPC could review #2s in the 5000s category first, and then review the #2s in the rest of the categories in reference to needs, since IPC will likely receive approximately \$40-\$50,000 from SPPF.

It was suggested that we consider funding the five categories on a percentage basis, similar to how they are budgeted with general funds. For example, if the 4000s (Supplies) represent 9% of the total instructional discretionary budget, then we should provide 9% of the PRP funds to supplies. This might make the allocation process more equitable, would provide a formula, and not seem so arbitrary. It was stated that looking at how the general fund is allocated in the five categories would not work because due to the State fiscal crisis, our general fund has not included monies for equipment nor technology for at least the past three years. A request was made to look at how the discretionary general fund is allocated and how it compares with the PRP allocation made by IPC.

SPC will allocate remaining SPPF funds this year to the Planning Councils on a percentage formula. It was stated that since there is enough money to fund the #1s in all five categories, it should be funded, as this is not the time to change the process by using percentages.

The PRP resource allocation funds are needed now for departments. It was suggested to fund one-half of the total funds of the #1s of the five categories. It was noted this would be difficult to accomplish. It was also suggested to wait to fund the PRP requests until January, 2012.

**MSC Michael Mufson/Norma Miyamoto to fund all of the #1s PRP requests in the five work group categories in the total amount of \$445,482.**

### **III. Staffing Plan Update – Year 2**

The “Vacant/Proposed and Budgeted Positions: Instruction”, and the “2011 PRP Resource Requests – Permanent Classified Staff Positions” was distributed. This is the priority list from last year’s Staffing Plan process. At the first IPC meeting in January, 2012, we will develop criteria, keeping in mind the impact of the hiring freeze.

We will receive information from Governor Brown’s office of the State budget status on December 15, 2011 and January 15, 2012. President Deegan will make the decision of how many faculty to be hired sometime after the 2012-13 budget is released.

### **IV. Other**

It was stated that the next time the PRPs are prioritized by the work groups, they should all have the same process. It was suggested that there be a subcommittee to address all the PRP prioritization and resource allocation issues in Spring, 2012.

The next IPC meeting is a special meeting on January 18, 2012, from 2:00 to 4:00 p.m. in Conference Room AA-140. The next meeting will be January 25, 2012, from 2:00 to 4:00 p.m. in Conference Room AA-140. Our regular meetings are scheduled on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays of the month, from 2:00 to 4:00 p.m. in Conference Room AA-140.

The meeting was adjourned at 3:00 p.m.



## INSTRUCTIONAL PLANNING COUNCIL MINUTES

**November 9, 2011**

**Members Present:** Alan Aquallo, Mark Bealo, Karen Boguta, Richard Borden, Judy J. Cater, Berta Cuaron, Haydn Davis, Jose Fernandez, Byung Kang, Steve McDonald, Norma Miyamoto, Linda Morrow, Michael Mufson, Zeb Navarro, Chris Norcross, Wilma Owens, Mollie Smith, Dan Sourbeer

**Members Absent:** Debi Workman

I. **Approval of October 12, 2011 Minutes**

**MSC Michael Mufson/Dan Sourbeer to approve the October 12, 2011 minutes.**

**Approval of October 26, 2011 Minutes**

**MSC Dan Sourbeer/Jose Fernandez to approve the October 26, 2011 minutes.**

VP Cuaron stated that the next IPC meeting on October 23, 2011 will be rescheduled to November 30, 2011. The focus of the meeting will be to review the PRP resource requests and workgroup recommendations and to start discussion on the criteria and prioritization of position requests for the Staffing Plan.

Also, the December 14, 2011 IPC meeting takes place during finals week, so this meeting will be scheduled earlier during the first week in December, on December 7, 2011, or will be postponed until the Spring, 2012 semester.

II. **Program Review and Planning**

Each Dean was given three notebooks of each PRP and each PRP analysis and a copy of spreadsheets for PRP funding requests by category and by Division in order for the assigned work groups to begin their discussions and prioritization. As a reminder, the funds are for one-time allocations.

Wilma Owens provided each PRP working group a copy of how Perkins funding was allocated.

VP Cuaron stated that the work groups should review each PRP and its analysis in reviewing funding requests. The criteria for PRP allocations was reviewed and the last criteria is, " Other funding sources, e.g., BSI, Perkins, and other grants," was changed to, "No alternate funds available."

The work groups were given time at the meeting to begin their discussions and prioritizing PRP funding requests.

The meeting was adjourned at 2:50 p.m. to allow members to attend the All College Forum.





## INSTRUCTIONAL PLANNING COUNCIL MINUTES

October 26, 2011

**Members Present:** Alan Aquallo, Mark Bealo, Karen Boguta, Richard Borden, Berta Cuaron, Haydn Davis, Jose Fernandez, Byung Kang, Steve McDonald, Norma Miyamoto, Linda Morrow, Michael Mufson, Zeb Navarro, Chris Norcross, Wilma Owens, Debi Workman

**Members Absent:** Judy J. Cater, Mollie Smith, Dan Sourbeer

**Guests Present:** Shawna Hearn and Karen Robinson of Human Resource Services.

I. **Approval of October 12, 2011 Minutes**

Approval of the minutes will be considered at the next meeting.

II. **Strategic Plan 2013, Year Two Action Plan – Objective 2.7**

a. **Discuss/Determine Criteria for Proposals**

The purpose of the “Strategic Plan Priority Funds” (SPPF) is for one-time funding and IPC has been asked to recommend proposals that address Objective 2.7 of the Strategic Plan 2013 – Year 2 Action Plan 2011-2012, which states, “Working through the planning process, support innovative teaching and learning projects that directly impact student learning and success.” The proposals must be innovative with new concepts or strategies that departments want to propose and that are not requested through the PRP review process.

b. **Prioritize Proposals**

A total of 10 proposals were submitted to address Objective 2.7, which were reviewed and prioritized, as follows:

1. **Update Projection Equipment in MD-119 - \$18,500** – three proposals submitted by Mark Bealo  
**Green Screen Build-out for MD-119A- \$32,600**  
**Update Sound System in MD-119A - \$5,950**

The Council members discussed the three proposals and agreed that it was too program specific and wasn't global enough, and did not have district-wide impact to serve more students. It was suggested that these proposals should have been included in the PRP updates.

2. **Blackboard Content Management & Community Systems-Year 1 - \$84,480, Year 2 - \$88,704, Year 3 - \$93,145**  
**Lynda.com Training for all District Students, Faculty & Staff - \$56,525**  
**iPads for Instructional Training and Use - \$23,198** – three proposals submitted by Terry Gray

The Blackboard proposal is not a one-time expenditure. This proposal is in the PRP but could possibly be considered under Objectives 2.5 and 2.6. It was agreed to forward this proposal to SPC for consideration. The Lynda.com proposal is not a one-time expenditure, and is in the PRP. This proposal was presented to the Perkins Committee and the faculty rejected it as they viewed it as replacement of faculty control of curriculum. The iPads for instructional training and use proposal are ongoing funds and is included the PRPs.

3. **EME Testing Computers - \$54,540-\$63,360** – proposal submitted by Debi Workman

This proposal is too program specific and does not have a District-wide impact.

4. Summer Bridge 2012 - \$42,000 – proposal submitted by Steve McDonald

This proposal is currently funded by Title V and BSI funding, although these funds are shrinking. There is a need to institutionalize this activity and it is very innovative and has district-wide impact.

**MSC Wilma Owens/Norma Miyamoto to recommend full funding for the Summer Bridge 2012 Proposal, to institutionalize this activity to improve student success and persistence.**

5. Performing Hearts Integrative Learning Project: applying critical thinking to community dialogue - \$8,830 – proposal submitted by Michael Mufson

This proposal speaks to innovation on a college-wide basis and the participation can be extended at the other sites.

**MSC Steve McDonald/Jose Fernandez, one abstention, to approve full funding for the Performing Hearts Integrative Learning Project.**

6. LGBTQ Study Room - \$2,000 – proposal submitted by Monika Brannick and Abbie Cory

This proposal is one-time funding to purchase two computers and a printer for the LGBTQ Center, Study Room. Palomar College is one of two colleges in the State that has a LGBTQ Center, which is very innovative and has campus-wide impact and has become a very well used facility by students. The hand-me-down computer list is long so there is no possibility to get computers through this process.

**MSC Michael Mufson/Wilma Owens to approve the LGBTQ Study Room proposal for the full funding.**

The following three proposals were approved by IPC for SPPF consideration under Objective 2.7 of the Strategic Plan 2013, Year 2, Action Plan 2011-2012, and will be forwarded to SPC:

1. Summer Bridge 2012 - \$42,000
2. Performing Hearts Integrative Learning Project - \$8,830
3. LGBTQ Study Room Computer Equipment - \$2,000

The Blackboard Content Management & Community Systems-Year 1 - \$84,480, Year 2 - \$88,704, Year 3 - \$93,145 will be forwarded under Objective 2.5 to SPC for consideration.

### III. **Program Review and Planning**

a. Discuss Individual Proposals

VP Cuaron stated that feedback will be provided to departments and that it will probably take 2-3 meetings to prioritize the funding requests, which would be allocated for use in Spring, 2012.

Discussion included the following comments:

- The academic form may have problems with reflection of SLO assessment data
- It was noted that the department PRPs do not have data
- The non-academic form needs a line added on the form for the department name
- The PRP asks them to describe one SLO as an example, which may not be affected by SLO resources
- For the SLO assessment, some may put N/A or put the first year an assessment that will be done
- We should encourage resource requests to be based on data and planning
- It is important to give positive feedback and reward departments for what they did complete on the PRPs
- Some departments did not go into a lot of detail on the PRPs
- Use the feedback column for comments
- Departments did a good job in linking planning, curriculum and the Strategic Plan

VP Cuaron requested that the completed PRP reviews be sent electronically to Suzanne Holt by November 4, 2011.

#### **IV. Staffing Plan Presentation**

Shawna Hearn and Karen Robinson of Human Resource Services gave a presentation on the Staffing Plan process. The "Staffing Master Plan Addendum, Year 2: Council/SPG Training," PowerPoint and other materials were distributed. Karen Robinson gave a synopsis of the PowerPoint and reviewed the materials. She stated that IPC did a very nice job with the Staffing Plan last year.

The North and South Centers will be done separately. Planning assumptions this year should include replacement positions as well as new or existing vacancies due to retirements or resignations.

IPC's Staffing Plan update is due by December 9, 2011 to Karen Robinson in Human Resource Services. She is available by phone or e-mail for any questions or assistance.

VP Cuaron stated that IPC will start the process at the next meeting. IPC will use data from existing vacancies as well as requests included in the PRPs.

#### **V. Other**

At the next meeting, the work groups will begin their resource requests and prioritization.

It was noted that the December 14, 2011 IPC meeting is scheduled during finals week and will probably be changed to December 7, 2011, everyone will be notified accordingly.

The meeting was adjourned at 4:00 p.m.



## INSTRUCTIONAL PLANNING COUNCIL MINUTES

October 12, 2011

**Members Present:** Alan Aquallo, Mark Bealo, Richard Borden, Berta Cuaron, Haydn Davis, Jose Fernandez, Byung Kang, Steve McDonald, Norma Miyamoto, Linda Morrow, Michael Mufson, Zeb Navarro, Chris Norcross, Dan Sourbeer, Debi Workman

**Members Absent:** Karen Boguta, Judy J. Cater, Wilma Owens, Mollie Smith

**Guest:** Pat Hahn

I. **Approval of September 14, 2011 Minutes**

**MSC Dan Sourbeer/Linda Morrow to approve the September 14, 2011 minutes**, with the following correction, on page two, under "IV. Other," the last paragraph should read: Dan Sourbeer announced that CSUSM and Palomar College had been awarded a collaborative NSF-STEP (STEM Talent Expansion Program) grant totaling \$1.96 million over five years. Palomar has also received an award notification of a new Title V/HSI STEM grant in the amount of \$870,000 for five years (\$4.35 million total). This grant will focus on supporting basic skills needs for students in STEM majors.

II. **PRP**

a. **Finalize Criteria for Individual Reviews**

The drafts of IPC's version of "IPC Review of Spring 2011 PRPs – Criteria," and Haydn Davis's draft of "IPC's Analysis of PRPs – Criteria" form was reviewed. Discussion included:

- The planning process should be meaningful and have a vision
- Help departments link all areas in their own plans to include SLO assessment
- Touch on areas of the whole PRP process and evaluate what's useful to departments
- Give feedback to departments if the planning process was helpful, as well as feedback to Chairs/Directors and Deans
- Adding **and/or** in II. A., B., & C. on Haydn Davis's draft, so each sentence is prefaced by, "Based on Step I. data, SLO assessment results, and/or the Strategic Plan..."
- Creating **"Yes"** or **"No"** answers on the form, with hope for comments from departments
- Instead of "Comments" on the form, put "Feedback to Department/Discipline"

A finalized draft of the "IPC Analysis of PRPS – 2010-11" review form will be updated and distributed to IPC members for feedback. Also, a draft of the service, non-academic areas of the review form and criteria will be distributed.

As a reminder to all departments, any revisions made to the PRP updates from year one, Spring 2011, are due by Friday, October 14, 2011, by 4:00 p.m. Both a paper copy to Instructional Services and an electronic copy must be submitted to the Research and Planning office.

b. **Group Assignments**

The following are group assignments for PRPs resource requests:

1. **Equipment:** Wilma Owens, Mark Bealo, Linda Morrow, Debi Workman  
**Technology:** Dan Sourbeer, Alan Aquallo, Haydn Davis, Zeb Navarro, Chris Norcross  
**Budget – 4000s:** Steve McDonald, Jose Fernandez, Byung Kang

Budget – 5000s: Judy J. Cater, Mark Bealo, Dick Borden, Mollie Smith  
Classified Staff – Temporary: Norma Miyamoto, Karen Boguta, Michael Mufson

c. Resource Request Allocations/Timeline/Criteria

Chris Norcross offered to set up a discussion board and provide a link to the PRPs as members are reviewing PRPs individually, they can pose questions about a PRP and other members can provide feedback. Individual reviews should be completed by October 26, so the assigned workgroups can begin their discussion of resource requests. Also, at the October 26 IPC meeting, John Tortarolo will give a presentation on the Staffing Plan process for year two.

The criteria listed below will be used to prioritize resource allocation requests for the 2010-11 PRPs:

1. Safety
2. Contractual obligation
3. Accreditation issues
4. Things essential to maintain operations (to include software upgrades, maintenance agreements, training, etc.)
5. Technology currency (impact to maintain currency of technology)
6. Direct impact on students/student success (i.e. tutors)
7. Innovation
8. Other funding sources, e.g., BSI, Perkins, and other grants

This information will be sent to the IPC members.

III. **Strategic Plan 2013, Year Two Action Plan – Objective 2.7, Develop Criteria for Proposals**

The Strategic Plan 2013, Year Two Action Plan – Objective 2.7 is, “Working through the planning process, support innovative teaching and learning projects that directly impact student learning and success.” Any individual or group can submit a proposal to fund activities that address Objective 2.7; IPC is responsible for developing criteria and reviewing proposals, which are due by October 14, 2011 at 4:00 p.m., to either VP Cuaron or Interim VP Vernoy. The goal of Objective 2.7 is to provide opportunity to request SPPF funds as a college-wide opportunity. The criteria used to review the proposals must have direct impact on student learning and success.

IV. **Integrated Planning Model-IPM Minor Revision Proposed**

The latest version of the “Integrated Planning Model-IPM” was distributed, which was approved by SPC on October 4, 2011. Equipment needs will be addressed in the PRP process so there is no intent to develop a college-wide Equipment Plan.

V. **Communications Department/Discipline Name Change to Media Studies/Digital Broadcast Arts**

Pat Hahn, Chair of the present Communications/RTV Department, attended the meeting to inform us of a department and discipline name change. In order to bring us current with digital standards, the department name of **Communications** will be changed to **Media Studies**, as media is the overarching term used today in the field. The discipline name change from **Radio and TV** will be changed to **Digital Broadcast Arts**, which reflects today’s radio and television industry.

VI. **Student Success Task Force Document**

The “California Community Colleges Task Force on Student Success” draft, from the Chancellor’s Office of Dr. Jack Scott, was distributed. This document has also been distributed to the Chairs and Directors. The Task Force, include administrators, faculty, community representatives and legislative representatives.

The recommendations in the draft are sweeping in scope and have been circulated around the State. There will be regional meetings, as this is a working document and will go to the legislature for discussion in January, 2012. The changes impact how community colleges will function as a system and could be more in line with CSUs and UCs, which could take away some of the local culture and autonomy.

It is important that everyone read this draft and share it with colleagues. Upcoming regional meetings will provide opportunity for public feedback.

VII. **Accreditation Update**

The accreditation team has been working hard on the mid-term report and is looking for feedback from people. The final draft of the mid-term report will be presented to SPC in mid-November.

VIII. **Other**

Michael Mufson stated that the play, "Wet, Or, Isabelle The Pirate Queen Enter the Horse Latitudes," was a very fun, innovative and provocative play, which was performed in D-10.

Alan Aquallo stated that last week the Native Student Alliance hosted a number of colleges, including representatives from UCLS and UCSD, who gave presentations on the opportunities in higher education. In the evening, our students reciprocated and hosted a number of students from the Little League and the San Pasqual Reservation to encourage them to attend Palomar College when they complete high school. Also, this evening, one of our native student artists will be doing an Art Show display of four new pieces at CSUSM.

The meeting was adjourned at 4:00 p.m.



## INSTRUCTIONAL PLANNING COUNCIL MINUTES

**September 28, 2011**

**Members Present:** Alan Aquallo, Mark Bealo, Karen Boguta, Richard Borden, Judy J. Cater, Berta Cuaron, Haydn Davis, Byung Kang, Steve McDonald, Norma Miyamoto, Linda Morrow, Michael Mufson, Zeb Navarro, Wilma Owens, Dan Sourbeer

**Members Absent:** Jose Fernandez, Chris Norcross, Mollie Smith, Debi Workman

Hadyn Davis was welcomed to the Council as a new member.

I. **Approval of September 14, 2011 Minutes**

**MSC Dan Sourbeer/Judy J. Cater to approve the September 14, 2011 minutes.**

II. **PRP Review Process (Develop Criteria), Assignments, Group**

VP Cuaron sent an e-mail on September 16, 2011 with the attachment of the "IPC 2011-2012 Calendar for Program Review and Planning, Resource Allocation, Curriculum and Schedule Development Cycle" (9/16/11) to the Chairs and Directors. She stated in the e-mail that any departments that wanted to make changes or updates to their Year One, Spring, 2011 PRPs (but not required) would have the opportunity to do so and would have to contact Joan Decker in Research and Planning for directions. At this point, 28 departments have requested access to make changes to their PRPs. Any updated PRPs must be submitted to Joan Decker no later than October 14, 2011 by 4:00 p.m.

IPC needs to determine individual PRP review assignments, develop criteria for the reviews and then make group assignments. The Year One, Spring, 2011 PRP from the "Reading" discipline was distributed for review and discussion. The PRP is a good example of data analysis, linking planning to data and SLO assessment results, and resource requests are linked to data, planning and direct impact on students. Simple criteria for reviewing PRPs will help IPC in its resource allocations and for giving feedback to the departments/disciplines.

**Suggestions of Criteria for Review of Year One, Spring, 2011 PRPs:**

- Clear, concise narrative
- Data analysis reflects or denotes areas of concern
- Planning linked to data analysis
- Planning linked to SLOs and assessment results
- Clarity of forward thinking/vision of the discipline (long term) with path to goals and objectives that are reasonably obtainable, realistic short-term goals
- Resource requests are linked to data analysis and planning
- SLOs and assessment results are linked to resource requests
- Other/Comments

Other discussion in reviewing PRPs include:

- Planning is visionary and realistic
- Provide a Rubric to departments so they know how PRPs will be reviewed by IPC
- In the future, every program should include a mission statement

VP Cuaron stated that a draft of the criteria for review of Year One, Spring, 2011 PRPs will be sent to the IPC members in order to finalize and approve. The IPC members were assigned 7-8 PRPs to review, once the review criteria is finalized. Small workgroups will be established to do resource request reviews and feedback will be given to the departments in November, 2011.

III. **Review and Discussion of Strategic Plan 2013, Year Two Action Plan, Objectives – 2.6 & 2.7 (Develop Criteria)**

The “Palomar College Strategic Plan 2013, - YEAR 2 Action Plan 2011-2012,” (9/22/11) was distributed. This document was approved by the Strategic Planning Council (SPC) on September 6, 2011. IPC is responsible for Objectives 2.6 – “Increase student retention, success, and completion by identifying and implementing academic and non-academic student support strategies designed to teach,” and 2.7 – “Working through the planning process, support innovative teaching and learning projects that directly impact student learning and success.”

**Objective 2.6 –**

There will be working groups convened from IPC and SSPC members and Research and Planning will provide statistics of student retention and success. The BSI/HSI and STEM grants will broaden activities to support more students to address this objective.

**Objective 2.7 –**

Objective 2.7 is a new objective. IPC and SSPC are the assigned groups and are asked to develop criteria to evaluate proposals and to make funding recommendations to SPC. The overall goal with Objective 2.7 is to engage the college community to support proposals with direct impact with more students.

Copies of the memorandum from President Deegan regarding “Strategic Plan Priority Funds (SPPF) Request Form,” and the “Strategic and Master Plan Request for One-time Funding (1/2 of 1%): Strategic Plan 2013 Action Plan – Year 2, 2011-2012.” was distributed. The intent of the SPPF one-time funds (\$430,000) is to support innovative ideas with college-wide impact on more students. IPC will develop well-defined criteria for Objective 2.7 at the next meeting. Proposals must be submitted by October 14, 2011.

IV. **Other**

Alan Aquallo announced that Palomar College’s 40<sup>th</sup> Annual celebration of the 2011 California Indian Days that took place on September 27, 2011 with the Inter-Tribal Bird Singers was a great success with an epic turnout. A video of the event will be available soon.

Michael Mufson announced the upcoming performance of “Wet, Or, Isabelle The Pirate Queen Enters the Horse Latitudes,” (includes a real pirate ship) from September 30, 2011 through October 9, 2011, in the Performing Arts Courtyard on the San Marcos Campus.

Dan Sourbeer announced that Palomar College, in conjunction with CSUSM, has been awarded a STEM grant for \$3.75 million for five years. Palomar has also received award notice of a Title V/HSI STEM grant in the amount of \$875,000 per year for five years. This grant will focus on supporting basic skills needs for students in STEM majors.

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





## INSTRUCTIONAL PLANNING COUNCIL MINUTES

**September 14, 2011**

**Members Present:** Mark Bealo, Richard Borden, Judy J. Cater, Berta Cuaron, Jose Fernandez, Steve McDonald, Norma Miyamoto, Linda Morrow, Michael Mufson, Zeb Navarro, Wilma Owens, Mollie Smith, Dan Sourbeer, – [Alan Aquallo and Byung Kang – Pending Faculty Senate Approval]

**Members Absent:** Karen Boguta, Chris Norcross, Debi Workman

Alan Aquallo and Byung Kang were welcomed to the Council, they will receive Faculty Senate approval on September 19, 2011, to be official voting members of the Council.

The Council discussed the huge electricity blackout that took place on Thursday, September 8, 2011, approximately 3:30 p.m. The campus was evacuated and evening classes were cancelled and everyone involved in the process did an excellent job. The campus was closed on Friday, September 9, 2011, due to the fact that the Facilities Department had to slowly bring up the electricity to all areas of the campus.

### **I. Approval of August 31, 2011 Minutes**

**MSC Judy J. Cater/Dan Sourbeer to approve the August 31, 2011 minutes.** One correction was made. On page two, under the heading, “Comments on Instruction Objectives – Addressing Student Needs,” the fifth bulleted sentence should read: “Increase professional development opportunities for faculty to expand student success strategies.”

### **II. Review of Accreditation Institutional Effectiveness Rubrics**

The ACCJC letter to ACCJC Member Institutions (July, 2011) from Barbara Beno, President of ACCJC, regarding the ACCJC Rubric for Evaluation Institutional Effectiveness, and the “ACCJC Rubrics for Evaluating Institutional Effectiveness – Part I: Program Review, Part II: Planning, and Part III: Student Learning Outcomes,” was distributed.

VP Cuaron stated the following points of these documents:

#### **Student Learning Outcomes:** **Rubric Part III (SLOACs) –**

- The college is expected to be at the proficiency level of SLOs by the end of this academic year (Spring, 2012).
- There is much work to be done by academic departments.
- We have to demonstrate by the end of Spring semester that SLOs and assessments for active courses and programs and our GE institutional SLOs are in place. Marty Furch and Katy French will report and communicate to the faculty every two weeks on the progress.
- VP Cuaron emphasized to the Faculty Senate leadership on Monday the importance of its leadership to help drive this effort and how vital it is for everyone to be engaged in the work that needs to get done for the midterm report.
- We must demonstrate to ACCJC in the midterm report in March, 2011, that we are on track for the “proficiency” level and can provide data to support it.
- In Fall, 2012 there will be an additional reporting mechanism that ACCJC will require colleges to submit but we don’t know what that document will require.
- The LOC Steering Committee has met and has developed several strategies, including the POD squads to assist faculty and staff.

- There is a possibility of a SLO Institute in January, 2012 for departments to get work input completed before the Spring, 2012 semester and to plan what is left for them to complete in Spring, 2012.
- Our goal is to have 75% of courses and programs completed by the end of the Fall, 2011 semester and have 100% completion by the end of Spring, 2012.
- The GE's and ILO assessment strategies will be developed in Fall, 2011 semester and assessments will begin in Spring, 2012.
- We have developed very good momentum the past two years and we cannot slow down our pace.
- Everyone is asked to take these documents back to their constituents and to share the importance of completing all of this work.

Planning:

- All colleges are expected to be at the Sustainable, Continuous Quality Improvement level. Recommendation #2, the Integrated Planning Model, has brought us into compliance with this Rubric.

Program Review:

- We are expected to be at the Sustainable, Continuous Quality Improvement level and again we are in good shape as we have institutionalized our PRP process across the college with all of our divisions engaged in a two-year cycle. Finance and Administrative Services, Student Services and Human Resource Services have used Instruction's template and modified it for their areas.
- IPC will do a lot of PRP work this Fall 2011 semester.

Discussion included the following:

- SLO for courses are at 82% and assessment of courses are at approximately 23%. This needs to increase to 75% by Fall, 2011 and 100% by Spring, 2012. Programs need a lot of SLO work completed this year. We have approximately 1,700 active courses, and departments are deactivating courses that have not been offered courses in 5-6 years. Departments are evaluating their program packages. There are 210 active programs and we are defining a program as a certificate or degree.
- Marty Furch and Katy French will send out communication to faculty on a regular basis.
- Whatever resources are needed to accomplish this work, the POD squads, workshops, and other activities, will be essential to support our faculty to keep the work moving forward.
- There is some ambiguity about how program SLOs are assessed in reference to mapping individual courses to the program. There are FAQs to assist with program assessment on the LOC website.
- VP Cuaron encouraged IPC to keep the ACCJC Rubrics available in a binder for reference during the year.

III. **Review of Strategic Plan 2013, Year Two Action Plan**

The "Palomar College Strategic Plan 2013, - YEAR 2 Action Plan 2011-2012," (9/13/11) was distributed. VP Cuaron reviewed the goals and objectives, particularly those assigned to IPC for implementation.

IV. **PRP Review Process, Assignments, Groups**

The "Instruction PRPs – Year One, Spring 2011," (9/14/11) was distributed. The PRPs were completed Spring, 2011. Any department that wishes to modify or update its PRP, will need to contact Joan Decker in the Research and Planning Office and she will provide them with an electronic copy of the Year One PRP form. The new updated Year One PRP replaces what was submitted in Spring, 2011. Updates are to be submitted to Joan Decker no later than Friday, October 14, 2011. Discussion included that there are 148 PRPs to review and the possible different ways to review them. We have an obligation to review all of them to give feedback and to assist the groups in making funding recommendations. Things to consider in the PRP review may be how well data analysis is done, how it's related to planning, is planning connected to and looking for common themes of issues or needs. It was suggested to publish our PRP criteria and to be specific. The PRPs are linked to the Strategic Plan and the criteria evolved after reading the PRPs.

VP Cuaron stated that the next meeting would involve developing criteria for Objective 2.7, individual PRP assignments to PRP groups, and to accomplish as much work as possible on the PRP process. .

V. **Master Calendar for Planning, Resource Allocation and Schedule Development**

The updated "2011-2012 Calendar for Program Review and Planning, Resource Allocation, Curriculum and Schedule Development Cycles," (9/12/11) was distributed.

The updated document with the added Curriculum column will be distributed to the Chairs/Directors via e-mail tomorrow, 9/16/11, so they or the Deans can distribute this to their departments.

VI. **Other**

Alan Aquallo announced that Palomar College's 40<sup>th</sup> Annual celebration of the 2011 California Indian Days celebration will take place on September 27, 2011, from 12:30 to 1:30 p.m. in Room MD-157, with AIS hosting the event and flyers will be available. The celebration features the Inter-Tribal Bird Singers.

Alan Aquallo also stated that Patti Dixon, Chair of the AIS Department, will be honored for her work of being an important Native educator, activist and notable alum from USD. The event will take place on September 22, 2011, from 5:00 to 7:00 p.m. on the University of San Diego, Forum B.

Michael Mufson announced the upcoming performance of "Wet, Or, Isabelle The Pirate Queen Enters the Horse Latitudes," (includes a real pirate ship) being performed from September 30, 2011 through October 9, 2011, at the Performing Arts Courtyard on the San Marcos Campus.

It was announced that Palomar College was having "Constitution Day," on September 15, 2011, from 10:00 a.m. to 2:00 p.m. at the Student Union.

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



## INSTRUCTIONAL PLANNING COUNCIL MINUTES

**August 31, 2011**

**Members Present:** Mark Bealo, Karen Boguta, Richard Borden, Judy J. Cater, Berta Cuaron, Jose Fernandez, Steve McDonald, Norma Miyamoto, Linda Morrow, Michael Mufson, Zeb Navarro, Chris Norcross, Wilma Owens, Mollie Smith, Dan Sourbeer, Debi Workman – [Alan Aquallo and Byung Kang – Pending Faculty Senate Approval]

**Members Absent:** None

### **Welcome and Introductions**

VP Cuaron welcomed the IPC members and introductions followed. The IPC meeting times have been extended from 2:00 to 4:00 p.m. in Room AA-140 to allow for more time if necessary.

#### **I. Approval of May 11, 2011 Minutes**

**MSC Dan Sourbeer/Judy J. Cater to approve the May 11, 2011 minutes.** One correction was made on page two, number III., "Strategic Plan 2013, Year Two Priorities, IPC Recommendations," the sentence, "VP Cuaron stated that the college as a whole, with links, is to make it more visible to students to accomplish completion of certificates and degrees," should be deleted.

#### **II. Review of Governance Structure**

The "Instructional Planning Council Governance Structure," was distributed. VP Cuaron stated that IPC will:

- Update IPC's role in the PRP process, the annual plan with SPC, the Staffing Plan, and the impact of the changes made with the IPM and RAM that were implemented.
- Update products to reflect changes in the role.
- Meeting times will be from 2:00 to 4:00 p.m.
- There are two open faculty positions, one from Mathematics and the Natural & Health Sciences Division and one from the Languages and Literature Division.

The document will be brought back to the Council to update the governance structure language.

#### **III. Strategic Plan 2013, Year Two Priorities, IPC Recommendations**

The "Instructional Planning Council, Planning Priority Recommendations to SPC for Year 2011-12, April 13, 2011" was forwarded to SPC in Spring 2011.

The document was updated with the following changes:

#### **Comments on College Objectives:**

- The district-wide emergency communication system should be updated regularly with current technology, plus security cameras on all campuses are high priorities for SPC too.
- A grant writer to write and support grants, plus alternate funding is a very high priority for SPC.

- Basic skills activities have impacted more students, especially in the Teaching Learning Center (TLC). It was suggested that Dean McDonald give an update on the BSI/HSI grant activities at the next meeting.
- Assist students and improve student guidance by better communication and coordination among departments. It was suggested that Jose Fernandez could give his input at the next meeting.
- Through the Research and Planning Department's data, IPC and everyone should take responsibility to improve student retention and completion rates by focusing on student support services.
- The college is officially off warning from ACCJC. The mid-term report is being written and sections are being given to SPC for review as they are drafted. The mid-term report is due to ACCJC March 15, 2012.

#### **Comments on Instruction Objectives – Addressing Student Needs:**

- Improve access for students overall to basic skills courses and support services, so students can move from one semester to the next more easily.
- Put together working groups for the South Center for Instruction and Student Services.
- Increase student completion of degrees and certificates, with the college making this a common goal.
- The transfer degree option is in place for Sociology and Psychology and we are working on 4 other disciplines.
- Expand professional development opportunities for faculty to expand student success strategies.

A draft of an action plan from SPC can be used to modify IPC's Planning Priority Recommendations.

#### **IV. Master Calendar for Planning Cycles**

The draft of "Instructional Planning Council, 2011-12 Calendar for Planning, Resource Allocation, and Schedule Development Cycles," (8/24/11) was distributed. VP Cuaron worked with Michelle Barton in Research and Planning to develop the Master Calendar. The planning cycles and timelines for Fall, 2011 and Spring, 2012 were reviewed with the Council. It was suggested that Curriculum be added as a category. Approximately \$450,000 is available for PRP allocations. The allocations will take place in November, 2011 and the effectiveness of the process will be evaluated. The PRPs that were submitted in Spring, 2011 will be used for the 2011-12 allocations.

Departments will be able to review and update their PRPs. Dick Borden pointed out that if the departments send updates to their PRPs, they would have to replace the one submitted in Spring, 2011. The departments will be notified after Labor Day on the timeline for updating their PRPs. A specific message and a reminder will be sent to departments one week prior to the deadline. VP Cuaron will send an email to the Deans so they can send this information to the Chairs and Directors.

#### **V. Accreditation Update**

The accreditation writing team is working on the mid-term report. VP Cuaron will bring the ACCJC annual report to the next meeting. There has been some progress on the SLOs but there is much work that faculty must complete by the end of Spring, 2012 to ensure that Palomar can demonstrate it is at the "proficiency" level as required by ACCJC by the beginning of Fall, 2012.

#### **VI. Other**

Michael Mufson gave a graphic presentation of "Performing Hearts."

The meeting was adjourned at 3:00 p.m.