



INSTRUCTIONAL PLANNING COUNCIL MINUTES

April 22, 2009

Members Present: Judy J. Cater, Berta Cuaron, Claudia Duran, Craig Forney, Candi Francis, Chantal Maher, Becky McCluskey, Steve McDonald, Norma Miyamoto, Michael Mufson, Zeb Navarro, Wilma Owens, Kathleen Sheahan, Mollie Smith

Members Absent: Richard Borden, Judy Dolan, Sue Norton, Lisa Romain, Mark Vernoy, Debi Workman

I. Approval of April 8, 2009 Minutes

The April 8, 2009 minutes will be considered for approval at the next meeting.

II. Revised College Mission Statement

The “Current Mission Statement – Mission Statement Update for SPC Review – April 21, 2009” and the “Proposed Revision – Mission Statement Update for SPC Review – April 21, 2009” was distributed. This item was discussed at the Strategic Planning Council (SPC) meeting. The Mission Statement needs to be modified to better reflect the student population being served by the college and to better focus on student learning. The goal is to modify this document to bring it in line with components that the accreditation site visit team thought was missing. The revised Mission Statement will move through the Planning Councils, the Faculty Senate, SPC and the Governing Board, so when Palomar submits the accreditation report to ACCJC in the Fall, this recommendation will have been addressed.

After discussion and suggested changes, IPC members agreed the proposed Mission Statement should read: “Palomar College’s mission is to provide an engaging and supportive learning environment for students of diverse origins, experiences, needs, abilities, and goals who are pursuing transfer-readiness, general education, career and technical training, basic skills, and lifelong education. We are committed to ~~producing~~ fostering learning outcomes necessary for our students to live responsibly, effectively, and creatively in an interdependent and changing world.”

The “Palomar College Planning Cycle” and the “Palomar College Planning Cycle Flowchart” were distributed, documents SPC has discussed.

Berta Cuaron stated that the planning cycle is linked to resource allocation. First, the planning cycles are defined for the Master Plan 2022, Strategic Plan (SP 2009), Annual Implementation Plans, Program Review and Planning (PRP), Budget, and Operating Plans. The PRP involves bottom-up planning from the department level with priorities identified at the department level and college global levels. The Strategic Plan would be the driving force behind a three-year program review cycle with budget needs identified each year. It was noted there is a two-year cycle requirement for CTEE programs in order to comply with Title 5 regulations.

The budget process is a huge piece of the planning cycle and Palomar will need to change its entire budget structure and model. Presently, budget allocations never get to real priorities, such as hiring more full-time faculty, filling vacant positions and facilities. There needs to be a cultural shift in how we address and fund priorities for the college. SPC will be having a focused meeting and IPC's discussion of the planning cycle will be shared at this retreat.

IPC will need to review and identify funding priorities for global and instructional needs and forward them to SPC and the Budget Committee. The present budget model doesn't reward any department or unit as there is no consideration for departments that grow or shrink; there is no equalizer. The college may have to develop a formula driven allocation process based on WSCH/FTES generation and adding a factor for volume, uniqueness, etc. Discussion included that the process needs to address allocation and reallocation of resources as many community colleges in the State have such a formula.

IPC members are encouraged to share the planning cycle and planning cycle flowchart documents with their constituents.

III. Instructional Program Review & Planning – Year Two

The "Institutional Review and Planning – Instructional Programs – Spring 2009 Progress Report" for the discipline of Fashion was distributed as an example of a completed progress report. On the first page of the progress report, number one, it was suggested for next year, to add another column for Fall 2007 quantitative data. Also, for next year, another item added will be having faculty identify resource needs on the progress report. On the progress report form, it was suggested under the category of "Noted Concerns", to add common themes.

Berta Cuaron will update the progress report form and the assigned discipline list and send it to IPC members so they can complete their reviews in time for the next IPC meeting on May 13, 2009.

IV. Accreditation Recommendations

President Deegan spoke to Dr. Kinsella, chair of the accreditation site team, and was informed that the report is still in the ACCJC's office. Jack Pond of ACCJC, was out of town until today (4/22/09), and we were told the report would arrive at Palomar no later than the end of the week. The report is approximately 100 pages long.

Berta Cuaron stated at the SPC meeting yesterday (4/21/09) that several people were working very diligently on already addressing the recommendations.

V. Other

Berta Cuaron stated that Theo Brockett is retiring on June 30, 2009. Tom Medel and Jamie Moss will share responsibility for interim management of the Escondido Center with the transition beginning June 1, 2009. Tom Medel will split his duties by working at the Escondido Center from 11:00 a.m. to 5:00 p.m. and then working at the main campus as Evening Administrator from 5:30 to 10:00 p.m.

Changes at the Escondido Center included administrative offices moved and the Teaching Learning Center (TLC) remodel is scheduled for completion in late June. The retrofit for the 800 wing has been delayed until Summer 2010. The groundbreaking for the Health Sciences building took place on April 17, 2009.

Claudia Duran stated that she is running for ASG President next year. She stated that a proposal was submitted to ASG which was a request that the annual Art pottery sale take place in the Student Union next year. The ASG overrode the veto of its President and approved next year's Art pottery sale take place in the Student Union.

Berta Cuaron stated the Faculty Tea is scheduled on May 14, 2009 and Commencement takes place on May 22, 2009.

Wilma Owens stated that the Perkins Advisory Committee had met to allocate \$450,000 to career/technical TOP codes that applied and the Committee decided to allocate an equal percentage to all programs.

Michael Mufson stated that the Performing Arts Department has produced the play "Angels in America" and a performance is scheduled April 22, 2009 at 4:00 p.m. in the Howard Brubeck Theatre. The play has been lauded as a controversial show but has had an excellent review as one of the best plays in the last 50 years.

Norma Miyamoto stated the annual Student Art Show opens May 1, 2009 with a reception at 5:00 p.m. at the Boehm Gallery.

The meeting was adjourned at 3:45 p.m.



INSTRUCTIONAL PLANNING COUNCIL MINUTES

April 8, 2009

Members Present: Richard Borden, Judy J. Cater, Berta Cuaron, Judy Dolan, Claudia Duran, Craig Forney, Candi Francis, Becky McCluskey, Steve McDonald, Norma Miyamoto, Michael Mufson, Zeb Navarro, Sue Norton, Wilma Owens, Kathleen Sheahan, Mollie Smith, Mark Vernoy

Members Absent: Chantal Maher, Lisa Romain, Debi Workman

I. Approval of March 11, 2009 Minutes

MSC Judy J. Cater / Claudia Duran to approve the March 11, 2009 minutes, with the following correction, under II. Institutional Program Review and Planning (IPR&P) – Year Two Progress Report, third paragraph, last sentence should read: Judy J. Cater requested that the same person be given both the Library and Library Technology progress reports to review.

Wilma Owens stated that she would bring the requested Education Centers' data to the next meeting.

II. Accreditation Exit Report

The “Accreditation Team Commendations/Recommendations, notes taken from the verbal Exit Report, March 12, 2009” were distributed. Berta Cuaron stated there is much work to be done and the implementation time is short. As of this date, the District has not received the report from the accreditation site team and it has been four weeks since the site visit. Everyone will be informed as soon as the report arrives.

Berta Cuaron learned on the recent accreditation site visit team she participated in Los Angeles City College, that the team report does go to ACCJC first and then the college. The report is then submitted to the Commission for action at its June, 2009 meeting.

The Strategic Planning Council (SPC) has already taken steps by assigning groups/individuals responsible for responding to the recommendations. The primary accreditation item is how the college is performing and meeting and complying with the standards. There are several recommendations, including those from the 2003 site visit which the team felt were not fully implemented and additional ones from the 2009 site visit. The accreditation team commendations/recommendations were shared with the Chairs and Directors. It was noted that 10 of 14 community colleges evaluated in Fall 2008 were sanctioned at one level or another.

III. Budget/Cost Savings Ideas

The “Budget Reductions Ideas from IPC” (3/10/09) spreadsheet was distributed. This document was shared at the SPC meeting. The other Planning Councils also brought their budget reduction ideas' lists to SPC, of which there was a lot of duplication.

There will be a special California election on May 19, 2009 including several initiatives with hope by the State that the voters will pass them and shore up the budget. The State Legislature is not confident that all or even some of these initiatives will pass, and if not, it would mean more budget cuts. The election results will be available on May 20, 2009. Palomar must be prepared in anticipation of possible future budget reductions.

The question was asked in reference to what budget/cost savings ideas would be feasible to forward to SPC. Discussion ensued of numbers 6 and 6b on the list, in reference to reduction of distribution of the class schedules and to consider selling class schedules. Since the class schedules are seemingly overproduced, they could be made available in key areas on campus and not have huge stacks everywhere; cut down on mass and duplicate mailings by not mailing to postal patrons in the District but just mail to those outside the District via zip codes, and being aware of different mailing regulations. There was further discussion of other items on the list including reducing the number of printers in general areas and reducing maintenance costs and the possibility of closing the Boehm Gallery during the summer.

Berta Cuaron stated that she would take number 6 and 6b on the budget reduction ideas spreadsheet to be shared at the next SPC meeting.

IV. Instructional Program Review & Planning – Year Two

A sample handout was distributed of a discipline for purposes of year two for Instructional Program Review and Planning (PRP). It was agreed by the IPC members to be assigned the same disciplines as they did last year.

The PRP form has to be revisited to link the categories to the Strategic Plan goals and objectives and each goal needs to be tied to budgeting. The updated document will sent to IPC members.

Candi Francis, acting as Chair, explained how to review the assigned disciplines by accessing the Research and Planning website and using the form. The focus is on question 3 – noted progress and/or barriers in curriculum goals, and question 4 – noted progress and/or barriers in resource needs. This is a progress report only and should reflect on last year's reports and what progress has been made. Instructions will be sent out to clarify the process. The progress reports are due in two weeks.

V. AMB&CS Division Name Change

Norma Miyamoto stated that the AMB&CS division name will change from Arts, Media, Business and ~~Computing~~ Systems to Arts, Media, Business and Computer Systems.

MSC Mark Vernoy, Wilma Owens to approve the AMB&CS division name to Arts, Media, Business and Computer Systems.

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



INSTRUCTIONAL PLANNING COUNCIL MINUTES

March 11, 2009

Members Present: Richard Borden, Judy J. Cater, Berta Cuaron, Judy Dolan, Craig Forney, Candi Francis, Chantal Maher, Becky McCluskey, Steve McDonald, Norma Miyamoto, Michael Mufson, Zeb Navarro, Sue Norton, Wilma Owens, Lisa Romain, Kathleen Sheahan, Mark Vernoy

Members Absent: Claudia Duran, Mollie Smith, Debi Workman

Accreditation Site Visit Team Members Present: Ms. Anna Davies, Dr. Lesley Kawaguchi, Mr. Gilbert Rodriguez

The members of the accreditation site visit team, Ms. Anna Davies, Dr. Lesley Kawaguchi, and Mr. Gilbert Rodriguez, visited the IPC meeting. A question and answer session took place with IPC members regarding its role in instructional operations and planning.

I. Approval of February 25, 2009 Minutes

MSC Mark Vernoy / Zeb Navarro to approve the February 25, 2009 minutes

II. Institutional Program Review and Planning (IPR&P) – Year Two Progress Report

A sample IPR&P year two progress report of the discipline, Oceanography, was distributed. Candi Francis asked how IPC members would like to review the Institutional Program Review and Planning (IPR&P) year two progress reports. Discussion ensued which included the suggestion that the deans take note of departmental needs in the progress reports. It was suggested that IRPs be reviewed and a few exemplary plans that clearly state prioritized budgetary needs be identified.

It was suggested that the same review process that was done last year be done this year, of the IPR&P reports, by focusing on two themes and see how the reports fit into the themes and then redistribute the same progress reports to the same people to review.

After further discussion, it was agreed to review the themes of the IPR&P year two progress reports using the same method as last year and redistribute the same progress reports to the same people. Any new IPC members would receive progress reports to review for those members who have left the committee. Judy J. Cater requested that she be given both the Library and Library Technology progress reports to review.

Candi Francis suggested that it might be helpful if the IPR&P year two progress reports would include a line item for estimated costs to better link planning and budgeting. Discussion of the IPR&P year two progress reports will take place at a future IPC and Chairs/Directors meetings.

III. **Task Force – Education and Facilities Master Plan 2022 Update**

Candi Francis stated, on behalf of Berta Cuaron, that interviews will be taking place on March 16, 2009, in conjunction with LPA, for choosing an Educational and Facilities Master Plan consultant. Tentatively, the first meeting of the Education and Facilities Master Plan 2022 Update Task Force is scheduled April 1, 2009.

IV. **Budget/Cost Saving Ideas**

The “Budget Reduction Ideas from IPC” (3/10/09) spreadsheet was distributed. Discussion included the following items on the list:

- 1) preauthorization form for Cal Card holders that analyzes real need of items requested
- 2) add teaching assistants to line item #16 – reduce hourly/student employees; and limit teaching assistants for classes
- 3) explore work study resource and making use of work study students and recruit more of them
- 4 cost of mailing blue cards to students on the Deans’ list each semester
- 5) costs of mailing class schedules; it was noted that class schedules are a major marketing tool for Palomar
- 6) send postcard for students to request a class schedule, in lieu of mailing class schedules; directing students to the website, (some people do not have computers)
- 7) how to prioritize when we receive extra funding;
- 8) amount of police department costs covered by parking fees; to convert or eliminate the police force would involve the Police Advisory Committee and campus-wide discussion
- 9 to reduce paper/printing costs, have instructor assigned copy codes, with a report and usage guidelines for instructors; centralized printing such as Go Print are other possible areas to explore for potential cost savings
- 10) have overall approach of the best way to serve students
- 11) energy conservation, such as unplugging refrigerators, getting rid of neon lighting in NS building, and making sure all new buildings are energy efficient
- 11) instructional focus and reorganization of the centers, focusing on best methods to serve students

Wilma Owens will bring data identifying the costs of all of the centers and how they serve the students, including costs versus benefits, to the next IPC meeting.

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



INSTRUCTIONAL PLANNING COUNCIL MINUTES

February 25, 2009

Members Present: Richard Borden, Berta Cuaron, Judy Dolan, Claudia Duran, Craig Forney, Candi Francis, Chantal Maher, Becky McCluskey, Steve McDonald, Michael Mufson, Zeb Navarro, Sue Norton, Wilma Owens, Lisa Romain, Kathleen Sheahan, Mollie Smith, Mark Vernoy

Members Absent: Judy J. Cater, Norma Miyamoto, Debi Workman

I. Approval of February 11, 2009 Minutes

MSC Judy Dolan / Kathleen Sheahan to approve the February 11, 2009 minutes.

It was noted that the budget ideas which had been sent via E-mail, were included in the list of ideas.

Announcement

Lisa Romain distributed the flyer, "Tour SDSU with Us! - Friday, April 10th, 9 a.m. to 2 p.m." Faculty are encouraged to distribute the flyer to students for transfer day. Some students are not aware of the Career and Transfer Centers and staff from these centers will visit the classrooms to share information with students, if faculty request it.

II. Budget Update and Discussion

Berta Cuaron stated that the State Legislature had signed the state budget last Friday (2/20/09). The details are still being sorted out in the Chancellor's Office. A special election will take place on May 19, 2009 for voters to approve a variety of initiatives, including new taxes, necessary to support the budget. If the voters do not approve these initiatives, the state budget will have to be revisited.

There is 3% growth in the state budget with 1.2% potential apportionment reduction, approximately \$1.2 million less to Palomar. The student enrollment fees remain the same in the budget.

The question was asked if the 20,000 FTES are funded will the college receive the extra \$1 million. There is the question of whether the 20,000 FTES has to be funded or just earned. If the 20,000 FTES aren't funded, then colleges that reach this FTES amount do not receive the extra \$1 million.

The categorical funds remain the same as last year's (2007-08) level. The Basic Skills and block grant funds were also left at the same level as last year. Advocates stated that the community colleges fared much better than the CSUs and the UCs.

The final recalculation of 2007-08 will be done, which will tell us what Palomar will receive as the final funding base for last year. Overall, the budget news was much better than expected for community colleges.

The “Budget Reduction Ideas from IPC” (2/25/09) spreadsheet was distributed. Candi Francis stated that she sorted all of the budget ideas and provided categories for pain and value index, potential cost savings and comments. The pain and value indexes are to be used for prioritization. IPC members are asked to review the spreadsheet. More budget ideas can still be added, always being aware of the ground rules.

The possibility of closing the Pauma Center besides the Ramona Center was discussed. It was pointed out that many of the budget ideas on the list would need negotiation, as well as some items are temporary or voluntary. Candi Francis will do more work on the budget reduction ideas spreadsheet to include some potential cost savings.

After further discussion, Berta Cuaron stated that she will bring the costs of the Police Department and the costs of mailing class schedules to the next IPC meeting.

III. Accreditation Site Visit

The accreditation site team visit will take place March 9-12, 2009, beginning at 4:00 p.m. on Monday, March 9, 2009. There is a correction in reference to the 4:00 p.m. meeting on Monday, March 9, 2009, in that this meeting is for the college leadership and the Accreditation Steering Committee members to attend, and is not a college-wide forum. On Wednesday, March 11, 2009 there will be two college forums for the college community to attend. These forums are not interacting sessions, but are for team members to listen to comments from the college community and to clarify questions on process, and it cannot be taped. The exit report is scheduled on Thursday, March 12, 2009 at 2:00 p.m. in the Howard Brubeck Theatre.

It was pointed out again that members of the accreditation site team members can drop into any meeting, including IPC, any classroom or office, unannounced. Berta Cuaron will keep sending updates as the schedule is confirmed. Everyone is encouraged to be available, visible and knowledgeable.

IV. Education and Facilities Master Plan 2022 Update Task Force

The latest version of the “Education and Facilities Master Plan 2022 Update Governance Structure” was distributed. The Strategic Planning Council (SPC) gave final approval of the revised governance structure. Two additional members were added, which are the Director of Facilities or designee and one additional student appointed by Associated Student Body (ASG). The task force will be working with LPA, the district architect, and a special IPC meeting will be scheduled on April 1, 2009 for the first meeting with LPA. After the first meeting, the task force will meet during regular IPC meeting times, during the first hour and the last half hour will be for IPC business.

V. Student Learning Outcomes

This is the sixth year of the student learning outcomes process, where faculty have been involved and many courses with student learning outcomes have been submitted through the curriculum process. There are currently 370 courses that have been processed and faculty continue this work at many levels. Palomar has approximately 1,800 core, credit and non-credit courses. The goal is to complete at least one third of the courses this year.

Faculty are encouraged to continue working on student learning outcomes. The accreditation site visit team will want to talk to faculty and have requested to meet with a small group, which will be the Learning Outcomes Steering Committee members. Everyone is asked to be familiar with the document that was distributed at the last meeting, "Student Learning Outcomes and Assessment Cycles."

VI. **Question of the Day**

Berta Cuaron asked if anyone had heard President Obama's first speech to the American people since taking office. It was noted that President Obama's speech included the statement that he challenged every American to complete one year of higher education.

The question was asked if President Obama's stimulus package included funding for community colleges. It was stated that it specifically provides funding for workforce development with training and retraining and at the same time eliminates redundant workforce training programs. There will be more information and details on workforce training after next week. Stimulus funds are being retargeted to support training for dislocated workers.

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



INSTRUCTIONAL PLANNING COUNCIL MINUTES

February 11, 2009

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Members Absent: Berta Cuaron, Claudia Duran, Mollie Smith

Dean Candi Francis chaired the meeting in Berta's Cuaron's absence.

I. Approval of January 28, 2009 Minutes

MSC Judy Dolan / Debi Workman to approve the January 28, 2009 minutes.

II. Budget Update and Discussion

The "Palomar Community College District, Fund 11 Unrestricted (without Designated), 1/27/09 Projections" and "Palomar Community College District, General Fund Combined, 10/7/08" were distributed. These documents were previously presented at the All College Forum held by President Deegan on February 4, 2009.

At the present time, it is estimated that the District will have an approximate budget shortfall of \$1 to \$3 million that we will be facing next fiscal year 2009-10, that can affect the 5% general fund reserve. It was pointed out that the District cannot drop below 3%, as mandated by the State. Palomar's Governing Board still maintains the reserve at 5% for the District. It is critical that the college receive funding for 2008-09 growth, funding for 20,000 FTES, which amounts to \$2 million and if we receive this amount, we would be eligible for a \$1 million bonus.

Candi Francis gave a PowerPoint presentation on "Budget Brainstorming and Brainstorming Ground Rules" derived from a program called Creative Problem Solving. The brainstorming ground rules are:

1. Defer judgment
2. Look for LOTS of ideas
3. Accept ALL ideas
4. Stretch for ideas
5. Take time to let ideas mature
6. Hitchhike – build on the ideas of others

The budget brainstorming ensued and the following is a list of ideas:

1. Combine centers/close Ramona
2. Reduce paper use/printing
3. Ration/limit/allocate copies and printing
4. Energy conservation/heating and cooling systems
5. Off-site rentals/reduce

6. Sell schedules/reduce distribution/alternative to mailing
7. Offer classes (fee based) Venture
8. Pay cuts for all
9. No matrix increase/modify
10. Alternative benefits package
11. Cafeteria plans
12. Sabbatical leaves/temporary deterrent
13. Contribute to benefits
14. Grant writer/grant funds
15. Corporate sponsorships/business partnerships
16. Rent spaces to generate revenue (enterprise)
17. Examine budgets/reallocate
18. Vendors/share revenue
19. Test sponsorship
20. Nominal parking fee for faculty and staff
21. Voluntary contract reduction
22. Eliminate/convert police force
23. Foundation/donations
24. Accurately collect material fees
25. Summer or Intersession reductions
26. Increase class size (large class bonus)
27. Efficient scheduling/paper trails
28. Reduce hourly/student employees
29. MV—Reduce budget transfer paperwork (4&5000 accounts)
30. Voluntary administrative class teaching
31. Four-day work week for everyone (reduce energy use)
32. Consolidate Friday classes to one location
33. Volunteer cleanup/work day
34. Volunteers/internship to fill vacancies
35. Nominal fee for concert hour/charge for all performances
36. Boehm Gallery closed for the summer
37. Charge for auto repair
38. Leverage space resources with other community groups
39. Foundation drive for facilities (brochures)
40. Fundraisers
41. Turn off kilns and glass blowing furnace for extended periods of time according to schedule
42. Reduce number of district-paid holidays
43. Reduce the monthly stipends for cell phone reimbursement
44. Reduce staffing in the part-time faculty work center
45. Turn off the sign on the SU building after 10PM
46. Reduce ambient lighting in NS building during nights and weekends
47. Eliminate evening administrator position and rotate duty among Sr. & Exec. Administrators
48. Pay hourly compensation for evening administrator coverage instead of a contract position
49. Consolidate ADA's in geographic clusters
50. Clean offices only 2 times per week
51. Require students to purchase their own personal safety equipment or instructional supplies, e.g. goggles, gloves, dissecting equipment

52. Enforce campus policies, e.g. smoking, skateboarding, parking, etc. and assess fines
53. All optional field trips and field courses must be self sustaining, i.e. charge a fee to cover expenses
54. Impose small processing/service fee for late adds, audits, drops, etc.
55. Increase charges for public use of campus facilities (pool, theater, conference space, etc.)
56. Reduce the number of Performing Arts performances or seek sponsorship for performances/seasons
57. Charge students for scantrons if they don't supply their own

Candi Francis stated that the budget brainstorming ideas will be categorized according to themes, diverging with ideas and converging with common themes. IPC members are encouraged to send any more ideas by E-mail to Suzanne Holt, as this will be an ongoing list.

III. **Accreditation Site Visit**

Candi Francis gave a PowerPoint presentation on a customized version of "Accreditation Jeopardy." There were a series of slides presented of key answers and questions about the self study in preparation for the accreditation site team visit March 9-12, 2009.

The "Student Learning Outcomes and Assessment Cycles" and the "Planning Agendas – Accreditation Self-Study 2009," documents from the accreditation self-study were distributed. These documents are critical pieces for IPC members as it represents the centerpiece of the planning the college will undertake as well as implementing student learning outcomes. Instructional leaders of the college, including members of IPC, are encouraged to be active in communicating the essence of these documents to their colleagues.

The question was asked if faculty would be notified at the department level, if accreditation site team members plan on visiting a faculty member's classroom. It was indicated that visitors might drop into any classroom, meeting, etc., unannounced and that we hope that they would be welcomed accordingly. There will be a schedule for the site visit and open rooms made available for discussion where anyone can make an appointment with the site team.

The accreditation self-study document was brought to the meeting and everyone is encouraged to become familiar and read the document before the site visit.

The meeting was adjourned at 3:45 p.m.



INSTRUCTIONAL PLANNING COUNCIL MINUTES

January 28, 2009

Members Present: Richard Borden, Judy J. Cater, Berta Cuaron, Judy Dolan, Craig Forney, Candi Francis, Chantal Maher, Becky McCluskey, Steve McDonald, Norma Miyamoto, Michael Mufson, Zeb Navarro, Wilma Owens, Kathleen Sheahan, Mark Vernoy, Debi Workman, Claudia Duran-ASG Rep.

Members Absent: Lisa Romain, Mollie Smith

I. Approval of December 10, 2008 Minutes

MSC Michael Mufson / Wilma Owens to approve the December 10, 2008 minutes.

II. 2008-09 IPC Goals/Self Study Planning Agendas

Berta Cuaron stated that the planning agendas have been embedded in the Annual Implementation Plan and the Strategic Planning Council (SPC) has assigned leadership by individuals or groups.

III. Institutional Program Review and Planning Deadline

Berta Cuaron will be sending an E-mail to the chairs/directors in reference to the March 2, 2009 due date for departments to submit a simple second year progress report on curriculum, scheduling, staffing, and instructional equipment.

The progress reports will be consolidated and brought back to IPC for discussion.

IV. Budget Update

President Deegan has scheduled an All College Forum on Wednesday, February 4, 2009, from 2:00 to 3:30 p.m. in the Governing Boardroom. He and the trustees met with state legislators last week and discussed sustaining the funding level for community colleges, given the economic crises of the state and the country. The community colleges in the state are growing by as much as 100,000 FTES, that will not be reimbursed by the System Office.

Everyone must tighten their belt and pull together as a college. Since the district made an overall 25% budget reduction last year, it has really helped us get through this year. There will be proactive planning for any future budget reductions through SPC, Budget Committee, and the planning councils.

V. Accreditation Site Visit

The list of "Palomar College Comprehensive Evaluation Visit Team Roster – Monday, March 9-Thursday, March 12, 2009" was distributed. The site visit team consists of 8 members and one executive assistant, with the possibility of two additional members. The accreditation self-study document has been distributed and divisions and departments have been notified to pick up a copy for their area. Berta Cuaron asked that people familiarize themselves with areas of special interest to them before the

accreditation site visit. The chair of the accreditation site visit team will be doing a pre-visit to the campus two weeks before the actual site visit. There is team training next week in order for the team members to get organized. The accreditation self-study document is posted on the website. It is a great document that represents a lot of effort on behalf of several people. Berta Cuaron will bring a copy of the accreditation self-study to the next meeting.

VI. **Other**

Berta Cuaron stated that the task force of the Education and Facilities Master Plan Update 2022 will be convened in order to reassess academic programs at San Marcos and the Escondido and Fallbrook Centers. The first hour of the IPC meeting times will be devoted to the work of the task force, followed by a brief IPC meeting depending on agenda items to be considered.

The announcement was made that the construction contractor for the MIB/HS construction site will be doing rock blasting on Friday, January 30, 2009 at 4:00 p.m. This requires evacuation of employees and students at the AA/ST, B, F, SSU and SU buildings at 3:45 p.m., as a safety precaution.

The meeting was adjourned at 3:40 p.m.



INSTRUCTIONAL PLANNING COUNCIL MINUTES

December 10, 2008

Members Present: Norma Bean, Richard Borden, Judy J. Cater, Berta Cuaron, Craig Forney, Candi Francis, Chantal Maher, Becky McCluskey, Steve McDonald, Michael Mufson, Zeb Navarro, Wilma Owens, Lisa Romain, Mollie Smith, Mark Vernoy, Debi Workman

Members Absent: Mark Bealo, Judy Dolan, Claudia Duran, Kathleen Sheahan

I. Approval of November 12, 2008 Minutes

MSC by Committee consensus to approve the minutes of November 12, 2008, with the following correction: under VII. Other, seventh paragraph, the fourth sentence should read: The California community colleges are serving 100,000 students for which they are not being reimbursed.

II. IPC Governance Structure

There have been two requests to IPC to add members, one Administrative Association (AA) representative and one Palomar Faculty Federation (PFF) representative. From previous discussion, some IPC members didn't feel there was the need to add members as there are administrators on IPC already. IPC meetings are open and inclusive and VPI Cuaron reports IPC actions and activities to the Strategic Planning Council (SPC). Members of IPC are also expected to take information to their constituencies.

Mollie Smith stated that she opened discussion at the AA meeting in reference to adding another member to IPC. She asked them their intent and initially they said it was communication, but when conversation continued, they stated they wanted to be part of the decision-making process. She also stated that she chaired the Accreditation Self-Study Standard 4-A – Governance Structure, where people expressed they were pleased with the governance structure but decision-making was a concern. She told them she didn't think communication was an issue and offered herself to improve it, since she is an IPC member by position, but told them she could not support adding another AA member. If communication is an issue, there should be a concerted effort to communicate with the AA leadership and the PFF leadership.

It was stated that the operative word is representative. If a person is a member of AA and is already on IPC, then that person can serve as the representative, as well as faculty members that can be appointed as representatives of their respective groups. In other words, IPC membership includes several faculty and several administrators so could one be named as the representative for AA and for PFF? It was stated that IPC doesn't really make a lot of decisions that have a huge impact, but it is more symbolic and there should be a balance among constituencies. Since it is the Instructional Planning Council, instructional faculty are heavily represented on IPC; and it was pointed out that there are currently 8 faculty member representatives on IPC.

A question was asked if the Director of Extended Education would still be on the IPC membership. The decision has been made not to fill this position due to budget and eminent restructuring. Theo Brockett will continue as the interim director reporting to Wilma Owens. This position will be left on the IPC membership list for now, until a decision is made under the new master education and facilities plan for the centers.

One of the primary roles of IPC is the work completed by the Subcommittee, which has been well defined and is supported by the Faculty Senate. IPC does not make any decisions but is a recommending body, where all recommendations are forwarded to the Strategic Planning Council. IPC's role is to be inclusive in dialog and to provide opportunity for shared input on matters. When the governance structure was developed, each Planning Council was structured with roles and responsibilities that have continued to evolve and change as the college moves forward, and we are now reviewing and clarifying the responsibilities of the Planning Councils.

Michael Mufson stated that he spoke with PFF and told them that some items that IPC discusses such as curriculum review, student learning outcomes, and priority faculty hiring, can affect faculty working conditions, directly or indirectly. PFF will continue to discuss via E-mail and will develop a statement for IPC about how PFF and working conditions are related to this Council. PFF is planning on reviewing the contract in reference to representation on committees for relevance.

It was pointed out that most IPC discussions are academic and professional matters and not working conditions. Also, not all shared governance committees have all constituency representation, the governance structure initially was to ensure that each committee had broad representation, but more importantly greater representation of those who have the expertise to address issues.

It was stated that if a PFF representative was added, the new PFF member could not be a member of the IPC Subcommittee and the Faculty Senate agrees, as it would be a conflict of interest due to the responsibilities of the Subcommittee. The IPC Subcommittee membership defined on the governance structure includes seven faculty members represented by division, one Faculty Senate member appointed by the Faculty Senate, and two faculty members at large appointed by the Faculty Senate.

MSC Wilma Owens / Mollie Smith to leave the IPC membership/composition as it is currently structured.

It was pointed out that IPC needs to address communications in order to share information more publicly. Mollie Smith offered to be the official communicator to AA and Michael Mufson to be the official communicator to PFF. It was stated that the IPC meetings are open to anyone who wants to attend and observe.

III. Education and Facilities Master Plan Governance

The Education and Facilities Master Plan 2022 needs to be updated. The focus of the update needs to be the academic programs of the Escondido Center and the North Education Center.

The recommendation is for IPC to be the core planning group on a task force with additional membership of expertise, including good representation from core academic programs. IPC meeting times would be used for Spring 2009 and Fall 2009 for one hour and then IPC business would be done during the last half-hour. This is a great opportunity for IPC to provide leadership with the district architect leading the initial discussion in order to get the planning process started. The task force would be co-chaired by a senior administrator (appointed by the Superintendent/President) and one Faculty Senate appointee.

It was suggested to include an instructor from the Escondido Center, an ESL faculty member, and possibly the Escondido Admissions Supervisor as a designee. This is a district-wide task force and should have representation from the centers and the Library that have expertise on issues. The membership should be less restrictive and open to broader participation.

MSC Candi Francis / Judy J. Cater to approve the proposed Task Force of the Education and Facilities Master Plan 2022 Update Governance Structure, with the addition of an educational administrator and an ESL faculty member.

The planning will be very visible and will take a global look at all of the academic programs and will help define the facilities needed based on the academic programs to be offered.

IV. **Other**

Berta Cuaron stated there was a special SPC meeting held on December 5, 2008, to discuss the governance structure and specifically decision-making procedures. It was a healthy initial discussion of how, when, where and which decisions are made following the current governance structure. This was the first of several meetings on this topic with meetings to be continued in Spring.

Berta Cuaron stated that the 2008-09 goals and self-study planning agendas will be discussed again in the Spring.

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



INSTRUCTIONAL PLANNING COUNCIL MINUTES

November 12, 2008

Members Present: Mark Bealo, Norma Bean, Richard Borden, Judy J. Cater, Berta Cuaron, Craig Forney, Chantal Maher, Steve McDonald, Michael Mufson, Wilma Owens, Lisa Romain, Kathleen Sheahan, Mollie Smith, Mark Vernoy

Members Absent: Judy Dolan, Claudia Duran, Candi Francis, Becky McCluskey, Zeb Navarro, Debi Workman

I. Approval of October 22, 2008 Minutes

MSC Steve McDonald / Mark Vernoy to approve the minutes of October 22, 2008, with the following corrections: under III. – Goals for 2008-09, the second paragraph, second sentence, should read: IPC should have a key role participating in this process, including expanding the IPC membership or creating another IPC Subcommittee to complete this important planning document. The third paragraph, last sentence should read: There was a discussion on how to improve morale during difficult budget times. The fourth and fifth paragraphs should be deleted. The seventh paragraph should read: IPC could consider focusing on one or two of the accreditation self-study planning agendas.

II. Goals for 2008-09

The “2008-09 Instructional Planning Council Goals” were reviewed. The Education and Facilities Master Plan (EFMP) of 2022 has to be updated. IPC can be the foundation group, along with additional members representing constituencies. A primary function of the EFMP will be to focus on planning for the Fallbrook Center and the Escondido Center as well as an update on the San Marcos campus.

It was stated that the Basic Skills Initiative and Title V, HSI grant activities should be reflected in the work of the EFMP Task Force. It was suggested that the revised governance structure of the EFMP task force should include the Director of Workforce and Community Development and should have faculty from English, Math and Science. Since the culture is unique to the Escondido Center, it was also suggested that a member from Student Services be included on the EFMP Task Force. It was noted that the Master Plan is revisited every six years and it has always been done through a task force. The data can be revalidated in order to update the planning for the Escondido and Fallbrook Centers. Berta Cuaron suggested that meetings of the EFMP Task Force be held during IPC meeting times, with just IPC members meeting for the last half hour to conduct Council agenda items. The EFMP Task Force composition provides a good opportunity for people to participate in this process and the co-chairs would be identified as per the approved governance structure.

The planning agendas were reviewed and the status of each agenda was discussed by the Council. The accreditation self-study report was accepted by the Governing Board on November 11, 2008. The Council has to respond to the Strategic Planning Council (SPC) guidelines given to the groups assigned to each planning agenda.

The planning agendas will remain as a discussion item on each IPC agenda.

III. **Electrician Trainee Certificate**

The “New Instructional Program – Electrician Trainee Program,” (credit program) was reviewed. Mollie Smith explained that this is a new program being developed in response to AB 1087, established January 1, 2005, that requires all electricians employed by C-10 electrical contractors to be certified. Community colleges lobbied hard to be the trainers and were successful as designated providers of the program. The San Diego Electrical Training Trust (SDETT) will pay for the salaries of the instructors and will provide all supplies and equipment. Palomar College has had a longstanding relationship with SDETT for forty years and we offer the apprenticeship program for electricians. Credit classes will start Fall 2009, with ten new classes included in the certificate program. When planning a new program, the process calls for department, administrative and financial review to identify all information and resource implications upfront before the program is approved and implemented. Palomar College’s part-time apprenticeship instructors will be hired to teach this program. The courses are open to the public. The SDETT has made a written commitment to pay the salaries of the instructors for three years to support the program. The Electrician Trainee Program is currently going through the curriculum process.

IV. **Foreign Languages Department Name Change**

The Foreign Languages Department is changing its department name to World Languages Department. The change will be effective 2009-10. This item will go to the Faculty Senate and will be reported as information to SPC.

V. **Administrative Association Membership**

Laura Gropen of the Administrative Association (AA) has requested a designated representative of AA be added to the membership of IPC. The Palomar Faculty Federation (PFF) had also made a similar request with the rationale from both constituencies stating the member would ensure communication on IPC activities.

Mollie Smith stated that she could not support adding either the AA or the PFF representatives as members of IPC. It was stated that the VPI reports to SPC the IPC activities and actions and there are AA and PFF representatives on SPC who hear these reports.

This item will be placed on the next agenda.

VI. **IPC Subcommittee Report and Recommendations**

The “IPC Subcommittee Meeting Notes – October 22, 2008” were reviewed. The IPC Subcommittee recommended the following motion being reflected in the IPC minutes:

MSC: Vernoy/Cater – The IPC Subcommittee reaffirms that the list for the Faculty Hiring Priority Recommendations for 2009-10 be retained as the priority list for 2010-11.

Berta Cuaron has reported the IPC Subcommittee recommendations to SPC.

VII. Other

Kathleen Sheahan has two questions from the Faculty Senate. The first question: If it is possible to hire one full-time faculty member now since an MOU was just signed for a faculty member to be reassigned as the HSI Coordinator for 80% and the Professional Development Coordinator has also received an additional 20%, for a total of 100% release time. The answer to this question is that the HSI grant funds are allocated to backfill the faculty reassigned time costs and do not fund a full-time salary.

The second question asks: If it is possible to offer lateral transfers to current faculty interested in applying for positions in those disciplines who were scheduled to hire this year before the hiring was suspended. The answer to this question is that the hiring of new full-time faculty positions has been suspended and so no faculty positions can be filled. When the decision is made to hire new full-time faculty positions, the hiring will start with number one on the Faculty Hiring Priority Recommendations for 2009-10. To allow a transfer, would change the priority of filling positions and would conflict with the approved process.

It was verified that even though counseling positions are not listed on the faculty hiring priority list, three full-time counselors were scheduled to be hired for 2009-10. The baseline formula for hiring faculty is being followed: filling five teaching faculty positions first to bring Instruction to its baseline of 257, then hire three counselors to bring it to its baseline of 23, then hire two additional teaching faculty, for a total of 10. Librarians are at their baseline of 7 positions.

The District and PFF have signed a Memorandum of Understanding (MOU) regarding ROP. One faculty member for the Upholstery Program will be transferred to the Design and Consumer Education Department in 2009-10 and two faculty members will be transferred in 2011-12, one to Graphic Communications and one to Business Administration. The Governing Board has approved the MOU. The last ROP classes will be taught in Spring 2011.

The E-mail from Erik Skinner, Vice Chancellor for Fiscal Policy of the Chancellor's Office, "Budget Update, November 11, 2008" was reviewed. There is a projected \$24 billion State budget deficit. The Governor plans on having an emergency legislative session in order to react quickly to address the budget crisis. The plan includes raising the sales tax and adding sales tax on more products, no COLA, and community college fee increases. The budget implications for Palomar College, the students, classes, etc., are serious for this year and next.

Palomar College has a 5% reserve and \$1.5-\$2 million in general revenue at the present time – where would budget cuts come from? The college must regroup, as it probably will be a 2-3 year minimum of California being in this budget crisis.

There is a possibility that classes will have to be reduced, but several discussions will have to take place. A laundry list will be made of where we can make budget cuts, plus the hiring freeze will continue. We have already reduced the 2008-09 schedule by approximately 700-800 class sections. The California community colleges are serving 100,000 students for which they are not being reimbursed. The State Legislature must make quick decisions and tough choices. There will not be any layoffs at Palomar College, but everyone must be willing to tighten expenses and make changes in operations.

The next IPC meeting will include reviewing the Education and Facilities Master Plan Task Force, IPC goals and budget update. All IPC members are reminded to share information with their constituents.

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



INSTRUCTIONAL PLANNING COUNCIL MINUTES

October 22, 2008

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

Members Absent: Mark Bealo, Judy Dolan, Becky McCluskey, Lisa Romain, Mollie Smith

I. **Approval of September 24, 2008, October 1, 2008 and October 8, 2008 Minutes**

MSC Judy J. Cater / Mark Vernoy to approve the minutes of September 24, 2008.

MSC Wilma Owens, Claudia Duran to approve the minutes of October 1, 2008, with one correction of adding "Special Instructional Planning Council Meeting" in the title.

MSC Debi Workman / Steve McDonald to approve the minutes of October 8, 2008.

II. **Review/Revise IPC Role**

The "Governance Structure of the Instructional Planning Council," (10/22/08) was reviewed. It was agreed that the fifth bullet should read, "Makes recommendations relevant to any matters or issues that affect Instruction and/or by request from SPC." The document reflects IPC's roles and responsibilities and it is easy to read. If there is interest to change the membership to include a PFF representative, the document can be revised at anytime, as it is a working document.

MSC Candi Francis / Judy J. Cater to approve the revised Governance Structure of the Instructional Planning Council (10/22/08).

Berta Cuaron will take the revised document to SPC for approval.

III. **Goals for 2008-09**

One goal for 2008-09 is survival and morale building.

Berta Cuaron stated that there will be a discussion at SPC to develop an education and facility plan for the Escondido and Fallbrook Centers. IPC should have a key role participating in this process, including expanding the IPC membership or creating another IPC Subcommittee to complete this important planning document. Academic programs have to be defined for the Escondido Center as a result of opening the Fallbrook Center plus opening other new facilities on the San Marcos campus.

It was stated that having a better understanding of the entire budgeting process, from state to district levels, might be a goal to consider. It was noted that this would only work if the budgeting process was standardized by having the same budgeting process every year, but it changes every year and is very complex. There was a discussion on how to improve morale during difficult budget times.

Berta Cuaron stated that she is having a focused meeting with the Deans on how to help fund hourly staff, supplies and printing for classroom needs to ensure that basic needs are met in Instruction.

IPC could consider focusing on one or two of the accreditation self-study planning agendas.

There was a question on the self-study planning agenda regarding the Basic Skills Initiative (BSI) and Professional Development (PD). Does it allow collaboration with other departments to be involved and connected with BSI, if they are not the main departments already involved with underprepared students? There needs to be a discussion of how other disciplines can participate in the BSI and how departments can make effective use of BSI. In PD, it is part of the action plan and a component of the Hispanic Serving Institution (HSI) grant. Faculty have worked on BSI the last 2½ years with a commitment to have a far reaching effect on students and a cultural shift in how Palomar supports basic skills students. There are many departments working toward the common goal to support and prepare underprepared students and we are going in the right direction.

It was stated that there are other community colleges that do mini-seminars for all students on topics that students are struggling with and need assistance. These students are given skills or given practice skills that are needed in the classroom. A lot of focus of BSI is on the underprepared students but basic skills really applies to many students. Steve McDonald will be asking departments what they need and what they want to do and what ideas departments would recommend to have the BSI support them. There is a lot of opportunity for all faculty and all departments to be involved in the BSI project.

A draft of the list of goals will be provided at the next meeting.

IV. **Question of the Day**

The question was raised if the District will replace faculty that retire in 2009-10. Berta Cuaron stated that the IPC Subcommittee had agreed to revisit the subject of factoring in giving disciplines more weight if they had a recent retirement. The four carry-over positions are the only faculty positions that will be filled at this time. There is the possibility that if the budget outlook improves in January, 2009 that a few positions could be filled, but it is doubtful right now. The District's 2008-09 budget includes growth monies that we might not receive and there might be mid-year budget cuts. So if these monies become less, the District would have to find funds from other places and it changes the entire budget. The District's costs continue to increase making the budget very tight, 85% of the budget is fixed costs consisting of salaries and benefits, and 15% is left to cover everything else.

Judy Dolan had a question from the last meeting. Her question was if the Emergency Response Recommendations plan includes voice-over ID telephones to serve as a loud speaker system for each classroom on the San Marcos and Escondido campuses. It was pointed out this type of telephone does not work without electricity, except those that have a separate built-in analog system that operates when the power is down, and they don't work at every location but with just those that have speakers. The plan is to purchase emergency talk-a-phones to be placed at stations around campus with speakers on them that make loud speaker announcements. The plan calls for 11 of these phones at the San Marcos campus and 3 at the Escondido Center.

Another question asked was whether the short power outage in San Marcos yesterday affected any of the campus elevators. It was clarified that no one was stuck in any of the elevators. It was noted that the

Library has purchased rescuevators for its 2 elevators, which lowers the elevator slowly to the first level and keeps the door open when there is no electricity.

V. Other

Berta Cuaron stated that she and President Deegan met with the Faculty Senate and PFF leadership to discuss full-time faculty hiring for 2009-10. It was agreed, that due to the severe budget crisis, it was in everyone's best interest to suspend the hiring of the 10 full-time faculty for 2009-10, which had been approved three weeks ago. When the District is able to do the hiring of the 10 full-time faculty, it was recommended to retain the same priority list. The IPC Subcommittee will meet and discuss.

The state and nation are in a very bad economic crisis and even though the Governor signed the state budget, it did not address the crisis but simply allowed public institutions to pay their bills; it was just a bandaid. The state revenue reports a projected \$1-\$3 billion deficit in revenues. Since we rely on property taxes as a huge percentage of our revenue base, plus personal taxes and sales taxes, the negative result is an incredible spiral that can force 3-5-10% mid-year budget cuts. It was noted that some or all of COLA could also be cut from the 2008-09 budget. The District has committed to making no financial decisions that will jeopardize current contract District employees.

The District's 2008-09 budget was approved by the Governing Board and presently has a 5% reserve, \$500,000 in designated funds, and approximately \$2.0 million in general revenue. It was pointed out that the earned growth funding from 2007-08 is included in this year's budget but the growth could also be reduced or eliminated from the State.

The District is in a "wait and see" pattern, to see what the real revenues will be for the District. Since this is an election year, the state legislature most likely will wait and meet after the election and hopefully, we will be given some idea if there will be any mid-year budget cuts at that time. Returning in January, 2009, we should know what growth monies we will receive from last year and what budget cuts we may have to make. It is a possibility that more class sections would have to be cancelled. Berta Cuaron will keep the Council informed as more information becomes available.

It was stated that all of us at Palomar are doing a really good job and that we have to be positive for our students and compared to other college districts, we are really doing fine. It is extreme financial times like this that all should remember the importance of sustaining a 5% revenue.

Berta Cuaron stated that SPC had moved to accept the following "Emergency Response Recommendations" outlined in the September, 2008 document: 1) priority one – mass notification for \$550,000, 2) priority two – emergency plan update and training for \$40,000 and 3) emergency backup power for \$350,000. These priorities will be funded from two primary funding sources, Prop M funding redevelopment funds.

The meeting was adjourned at 3:45 p.m.

The IPC Subcommittee held its meeting.



INSTRUCTIONAL PLANNING COUNCIL MINUTES

October 8, 2008

Members Present: Norma Bean, Richard Borden, Berta Cuaron, Judy Dolan, Craig Forney, Candi Francis, Chantal Maher, Becky McCluskey, Steve McDonald, Michael Mufson, Zeb Navarro, Wilma Owens, Lisa Romain, Kathleen Sheahan, Mark Vernoy, Debi Workman, Claudia Duran-ASG Rep.

Members Absent: Mark Bealo, Judy J. Cater, Mollie Smith

I. Approval of September 24, 2008 and October 1, 2008 Minutes

The minutes of September 24, 2008 and October 1, 2008 will be considered at the next meeting

II. 2007-08 Accomplishments Update

The “Instructional Planning Council, Annual Report for 2007-08” was updated. There were 101 Institutional Program Review and Planning (IPR&P) documents reviewed and summarized, representing 100% participation by the academic and career technical programs in Instruction. This information will be included in the accreditation self-study report. Everyone was thanked for their participation.

III. Review/Revise IPC Role

The revised “Governance Structure of the Instructional Planning Council,” (9/23/08) was reviewed. This is the fifth year utilizing this governance structure for IPC and the role becomes better defined and clearer as each year progresses. The IPR&P cycle was changed on the document from a three-year cycle to a two-year cycle. IPC is to continue to align its work with the Strategic Plan and the Annual Implementation Plan. The IPC Subcommittee is incorporated within the annual duties of IPC.

The question was asked why there isn’t a Palomar Faculty Federation (PFF) representative on IPC and it was noted that there has never been PFF representation on IPC, since PFF’s inception. After discussion, the following motion was made.

MSC Michael Mufson / Judy Dolan to expand membership to include a Palomar Faculty Federation (PFF) representative on IPC.

Motion tabled, until next meeting.

After further discussion, it was agreed to discuss the possibility of having a PFF representative on IPC with PFF first, before any action. This will be an agenda item at the next meeting.

Council members are asked to review the products of IPC listed on the document, as well as the overall document, so it can be finalized at the next meeting.

IV. **Goals for 2008-09**

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

V. **Institutional Program Review & Planning Two Year Cycle**

The IPR&P has a two year planning cycle and the data is updated every two years. The first year was completed in 2007-08. In the second year, departments will review their planning documents, update progress and revise their plans and goals over a span of 3-4 months. This will give departments enough time to reflect on what has been happening this semester in their areas respective to faculty positions, funding, classroom equipment needs and technology needs. After discussion, the agreed upon timeline for departments to review their IPR&P plans begins November 1, 2008 and the due date to submit their plans to IPC is February 28, 2009. Berta Cuaron will send a cover memo with the above due dates to departments. IPC will review the revised department plans and will develop summaries and make recommendations. The Research and Planning website will post the IPR&P planning documents on their website collectively for all faculty in every discipline. This will represent a wealth of information for future planning and vision.

VI. **Borrego Springs Site**

The Borrego Springs education site currently has two non-credit Art classes being held there this semester. The office space at the site was provided by the Borrego Springs Foundation, which relocated last spring and there is no longer any office space available just classroom space. Theo Brockett, Interim Director of Extended Education, visited the site to try to find available office space to no avail. The Palomar College employee at the site has also retired. Since there is not an office space and no employees at the Borrego Springs site, it should not be listed as an education site. It was stated that in the past the District really tried to get more classes offered at this site, but the population did not support it. The needs of the community are being supported, as they only want the two art classes currently offered.

VII. **Budget Update**

The spreadsheet "Palomar College District, Budget Update" and handout of an E-mail regarding "Community College League of California, League Budget Update #19: October 8, 2008, State Revenues Plummet – Special Session Likely" was discussed.

The spreadsheet was shared at the SPC meeting yesterday. The 2008-09 District budget for 2008-09 is scheduled to be adopted by the Governing Board at the next meeting, October 14, 2008. The ending balance for 2007-08 is \$7.2 million, compared to last year's ending balance of \$12.9 million. There has been a lot of discussion of why the ending balance is high, which is good for the District considering the state budget. Palomar is one of few colleges that did not have to borrow before the 2008-09 state budget was signed and still maintains its 5% reserve. The District did not receive any funds from the state since July 1, 2008 and just received payment the end of September. The 2008-09 budget for supplies, printing, operating costs and hourly accounts does not reinstate the District 25% cuts from this year and there has been no monies for equipment the past three years. The class offerings were cut for Summer and Fall, 2008 and Spring 2009 by 800 sections, representing a savings of \$1.5 million, in order to bring the budget back in line, in spite of many students waiting to take classes. The District must tighten its belt more and do absolutely the minimum to support classroom needs. The hiring freeze for classified and

administrative staff is still in effect. There will be further discussion at the Budget Committee and SPC regarding the status of the budget. The District and state budget information can be shared with peers so they can understand the effects of these budgets.

The state legislature most likely will have a special session soon to discuss the expected continued decline in state revenues and plans for possible budget cuts at mid-year. The economy at different levels goes through cycles and will turn around eventually.

VIII. Emergency Response Recommendations

The “Emergency Response Recommendations, Developed by the Emergency Response Working Group, Endorsed by the Safety & Security Committee, September 2, 2008” was discussed. This document was presented to SPC yesterday.

The District has had its share of emergencies in the past, three bomb threats, wildfires that shut down the campus for a week, and power outages. Palomar is a large institution that is spread out and has many employees, which needs high technology capabilities to communicate to people when an emergency occurs.

The Emergency Response Working Group was convened at the request of President Deegan. The working group included Kelley Hudson-MacIsaac, Manager of Facilities Planning & Environmental Health & Safety and Tom Plotts, Chief of Police/Director of Public Safety Program and the Safety & Security Committee and were responsible for submitting a plan with the recommendations. The working group went to CSUSM and UCSD to talk to people and went to a training session in Orange County, doing a lot of research in order to produce a better plan with priorities to move the college in the right direction. The key issues to address are not having a backup system for Information Systems and no backup generators on campus. It was stated that any funding for these recommendations could possibly come from Prop M funds, plus grants and redevelopment funds.

The Emergency Response Recommendations will be shared with all constituents and then accepted, in order to get started with implementing some of these recommendations as soon as possible.

Please give any feedback and comments to Berta Cuaron before the next SPC meeting on October 21, 2008. This will be discussed at the next meeting.

IX. Other

Council members are to think about goals to be discussed at the next meeting.

The meeting was adjourned at 3:35 p.m.



SPECIAL INSTRUCTIONAL PLANNING COUNCIL MINUTES

October 1, 2008

Members Present: Norma Bean, Richard Borden, Judy J. Cater, Berta Cuaron, Judy Dolan, Craig Forney, Candi Francis, Chantal Maher, Becky McCluskey, Steve McDonald, Michael Mufson, Zeb Navarro, Wilma Owens, Lisa Romain, Mollie Smith, Mark Vernoy, Claudia Duran-ASG Rep.

Members Absent: Mark Bealo, Kathleen Sheahan, Debi Workman

I. Full-Time Faculty Obligation and Hiring – 2009-10

The attachments, “Draft – Estimated Number of Faculty Positions Needed, Estimate Only, 9//22/08”, “Draft – Estimated Number of Faculty Positions Needed, Estimate Only, 9/22/08”, “Draft Faculty Counts as of September 22, 2008”, Guidelines for Hiring/Replacing Counselors and Librarians, Joint IPC/SSPC Workgroup Recommendation”, and “Faculty Hiring Priority Recommendations for 2009-10, Instructional Planning Council” were discussed.

Berta Cuaron stated that Michelle Barton, Director of the Research and Planning office does a tremendous amount of data accumulation in determining the full-time faculty data. A workgroup has been convened to do some research and to develop some recommendations and a plan on how the college could budget for more full-time faculty. The workgroup includes the PFF Co-Presidents, current and past Faculty Senate Presidents, a Dean, Michelle Barton, and a representative from Fiscal Services, and Vice President Cuaron.

Baseline information was established from 2002 data and is used when determining the hiring of instructional faculty, counselors and librarians. The recommended guidelines developed by a joint IPC and SSPC workgroup was agreed to in Spring 2005. The baseline data establishes instructional faculty at 257, counselors at 23 and librarians 7.

The District is now in the process of hiring 4 full-time faculty, which are carryovers from last year, one from AIS, one from ESL and two from Nursing Education. The Nursing Education openings are for one evening/weekend position and the other position is due to a retirement in May, which has to be filled as soon as possible in order to be in compliance with the program’s accreditation requirements. In keeping with the commitment to continue to exceed the full-time faculty obligation, ten (10) faculty will be hired for Fall 2009, 7 teaching faculty and 3 counselors, plus 1 faculty member that will be transitioned from ROP to the Design and Consumer Education Department. Ultimately, there will be 3 ROP positions that will be transitioned into academic departments, 1 in 2009-10 and 2 in 2011-12. The ROP positions will be transitioned as per the Faculty Senate recommendation and PFF agreement. All three transitioned positions do not come with any funding and will have to be fully supported by general fund dollars. Hiring the 10 positions, the 4 already in progress, and the one ROP will exceed the faculty obligation by 10-11 positions, which will be 3 more than 2008-09.

The first 7 teaching positions listed on the handout, “Faculty Hiring Recommendations for 2009-2010, Instructional Planning Council,” to be hired will be: (1) Health, Physical Education & Athletics

(Baseball), (2) Chicano Studies, (3) Mathematics, (4) Health, Physical Education & Athletics (Women's Head Coach), (5) Business, (6) Theatre Arts, and (7) Italian. The other positions will be counseling faculty.

The full-time faculty obligation for Fall 2008 is 286.80, making the assumption that the District will grow 2%. Palomar is exceeding growth at 3-3½% and will be over CAP but won't be reimbursed for any growth over 2%. The hiring of 10 faculty, including the 4 carryovers in progress and the transitioned ROP position this year, will result in a total of 15 full-time faculty to be hired this year. It was asked if the ROP position had not been transitioned, would the next priority position in line have been included and yes, it (Mathematics) would have been included in the total number of full-time faculty hired for 2009-10.

The status of the state and federal budgets are of great concern and must be considered as a part of the number to be hired. A question was asked if mid-year budget cuts happen. If there are mid-year cuts, it could possibly affect hiring of full-time faculty positions, but it is a discussion to take place if needed. President Deegan is responsible to the Governing Board and has the responsibility to keep the District fiscally sound. Difficult decisions and decisions will occur so that no positions currently filled are jeopardized.

The IPC Subcommittee will be meeting again this Fall and will continue to discuss the process for prioritizing faculty positions, including looking at other college models. The concern of retiree replacements is to be discussed.

Berta Cuaron will notify Shawna Hearn in Employment Services of the priority list for 2009-10 faculty hiring recommendations. The division deans will begin working with their departments to initiate the faculty position authorization forms. It was noted that the hiring process has started two weeks ahead of time from last year, and it's better to be out early in the recruitment process to have larger, more diverse and qualified applicants.

The meeting was adjourned at 3:05 p.m.



INSTRUCTIONAL PLANNING COUNCIL MINUTES

September 24, 2008

Members Present: Mark Bealo, Norma Bean, Richard Borden, Judy J. Cater, Berta Cuaron, Craig Forney, Candi Francis, Chantal Maher, Becky McCluskey, Steve McDonald, Michael Mufson, Zeb Navarro, Wilma Owens, Lisa Romain, Kathleen Sheahan, Mollie Smith, Mark Vernoy, Debi Workman, Claudia Duran-ASG Rep.

Member Absent: Judy Dolan

I. Approval of September 10, 2008 Minutes

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

II. Perkins Planning & Advisory Committee

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

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

III. 2007-08 Accomplishments

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

IV. Review/Revise IPC Role

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

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

V. **Goals for 2008-09**

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

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

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

VII. **Self-Study Planning Agendas**

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

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

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

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

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

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

VIII. Student Learning Outcomes

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

IX. Question of the Day

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

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

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

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

X. Other

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

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



INSTRUCTIONAL PLANNING COUNCIL MINUTES

September 10, 2008

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

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

Members of the Council introduced themselves.

I. Approval of May 7, 2008 Minutes

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

II. Review of IPC Role in Governance Structure

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

III. Evaluation from 2007-08

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

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

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

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

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

IV. **Goals for 2008-09**

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

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

V. **Institutional Review & Planning Themes**

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

VI. **Student Learning Outcomes**

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

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

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

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

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

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

VII. Self-Study, Planning Agendas

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

VIII. Perkins Planning and Advisory Committee

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

IX. Question of the Day

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

X. Other

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

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