



INSTRUCTIONAL PLANNING COUNCIL

Minutes

August 29, 2012

Approved 09.05.12

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

Members Absent: Karen Boguta, Zeb Navarro

Enrollment Management Policies/Guiding Principles – PFF Representative: Molly Faulkner

Guest: Joel Glassman

Recorder: Glynda Knighten

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

I. Introductions – Attendees introduced themselves with their names and departments.

II. Approval of Minutes

MSC Sourbeer/Morrow to approve the minutes of May 9, 2012, as amended.

III. Enrollment Management Policies/Guiding Principles (EMP)

Vice President Cuaron reviewed the rationale for developing enrollment management priorities and guiding principles. Foremost is the Faculty Senate motion as noted in the May 14, 2012, minutes, calling for IPC to form a group to formalize enrollment management policies in Fall 2012.

Motion 5 Amended

MSC Laughlin, Towfiq: The Faculty Senate charges the Instructional Planning Council (IPC) in the fall semester to begin discussions, or form a group to begin discussions, on the formation of an Enrollment Management Policy. Members of the Palomar Faculty Federation (PFF) will appoint a representative. The motion carried.

VP Cuaron noted that department chairs and deans have used informal guidelines for enrollment management for several years. Formal guidelines are now needed for adding/cancelling classes so that the needs of students can be served, providing access for matriculation, transfer requirements, AA degrees, etc. She will send these informal guidelines* to the groups.

The EMP groups will meet weekly during September – the first hour of the scheduled IPC meetings and additional meetings on the weeks the Council does not meet. Recommendations can be taken to chairs/directors and then to Faculty Senate in early October, with the outcome to have policies in place in case the College needs to reduce classes if the November ballot initiative does not pass.

Reference documents for review by the groups include

- *Enrollment Priorities Designed to Improve Student Success*, a document from the Chancellor's Office
- *Enrollment Management Revisited*, a document developed by the Academic Senate for California Community Colleges,
- *Next step for Student Success Act*

The groups are charged with reviewing the documents and other information to

- Determine themes/categories of priorities
- Determine pertinent data – student enrollment, education plans, wait lists, over/under enrolled sections, etc.
- Determine the technical tools needed – software to carry out decisions regarding registration procedures, wait lists, etc., and funding needed to implement plans
- Incorporate the informal guidelines that department chairs have used for the past several years
- Incorporate Title 5 changes – prerequisites, repeatable courses, repeatability for academic renewal, etc.

The groups are encouraged to gather input from their constituency groups and their peers at other institutions.

*A sample of informal guidelines (including some from the Chancellor's Office) –

- four-semester course rotation
- adequate course sections to build for the next course in the sequence
- day/evening scheduling
- method of delivery (online vs. face-to-face/hybrid)
- size of programs

The Council and the PFF representative formed groups. These groups spent time discussing a “plan of attack” for their work at the September 5 EMP meeting.

Group 1

Dick Borden
Byung Kang
Mollie Smith
Dan Sourbeer

Group 3

Alan Aquallo
Judy Cater
Haydn Davis
Norma Miyamoto

Group 2

Jose Fernandez
Kathy Grove
Chris Norcross
Wilma Owens

Group 4

Mark Bealo
Molly Faulkner
Linda Morrow
Shayla Sivert
Debi Workman

The EMP portion of the meeting ended at 3:20 p.m.

Instructional Planning Council
August 29, 2012

- IV. Strategic Plan 2013, Year Three Priorities – postponed until September 5 meeting
- V. Master Calendar for planning, resource allocation, and schedule development – DRAFT – postponed until September 5 meeting
- VI. Review of IPC Governance Structure – The governance structure for IPC needs updating this year.
- VII. Accreditation Update – The College’s *Midterm Report* was accepted by ACCJC in June. The SLOAC Status Report is due on March 15, 2013. Berta Cuaron will distribute the template for the status report for discussion at a later meeting.
- VIII. New IPC website – The Council reviewed the updated IPC website. Chris Norcross will update the link on the home page to direct users to the new website.
- IX. Other – The Council expressed happy birthday wishes to Alan Aquallo’s nine-year-old daughter and Council member Byung Kang.
- X. Announcements
- During Summer 2012, the Math Center underwent a remodel. Dean Sourbeer encouraged Council members to visit the Center to see the improvements.
 - Jose Fernandez noted that the Counseling Center was remodeled in Summer 2012, providing better access for students.
 - Dean Miyamoto gave compliments to Mark Bealo and the new Silk Screening Club. Club members have the opportunity to gain real-world experience in screen printing. Tee-shirts for Palomar programs can be ordered, with profits going into the Graphic Communications program. Perkins Funds and MD building funds provided money for the equipment. Mark gave Facilities staff kudos for outstanding work.
 - Dean Cater encouraged the Council to take advantage of the three free visits offered at the Wellness Fitness Center. She expressed appreciation to Facilities staff and noted that the Center has new functioning equipment and a new contract cleaning vendor.
 - Vice President Cuaron noted that there will be no decision made on faculty hiring for 2013-2014 until after the November election.

The meeting adjourned at 3:40 p.m.

Next Meetings –
Enrollment Management Policies/Guiding Principles
Wednesday, September 5, 2012
2:00 – 3:30 p.m. – AA-140

Regular IPC Meeting
Wednesday, September 12, 2013
2:00 – 4:00 p.m. – AA-140



INSTRUCTIONAL PLANNING COUNCIL

Minutes

September 5, 2012

Approved 09.12.12

Members: Alan Aquallo, Mark Bealo, Karen Boguta, Richard Borden, Judy Cater, Berta Cuaron, Haydn Davis, Jose Fernandez, Kathleen Grove, Byung Kang, Norma Miyamoto, Linda Morrow, Chris Norcross, Wilma Owens, Shayla Sivert, Mollie Smith, Dan Sourbeer, Debi Workman

Absent: Karen Boguta, Haydn Davis

Enrollment Management Policies/Guiding Principles – PFF Representative: Molly Faulkner

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/Sourbeer to approve the minutes of August 29, 2012 as presented.

II. Vice President for Instruction Berta Cuaron gave general guidelines for the workgroups' discussions. The groups should make two assumptions:

- 1) Always be scheduling to achieve enrollment cap FTES of District + growth
- 2) Develop a schedule within the budget allocation

Berta will present a brief FTES “workshop” at the next IPC meeting.

The four groups gathered to discuss (a) guiding principles, (b) scheduling priorities, (c) data needed, and (d) tools to be used for enrollment management priorities. The groups are to consider tiers (1 – 4) for scheduling priorities.

The notes from the discussions will be typed and sent to the workgroups. The Council will discuss the workgroups' comments at the September 12 meeting to formulating guiding principles for enrollment management. As the work of IPC progresses, Vice President Cuaron will take the Council's recommendations to Chairs/Directors and Faculty Senate for further discussion and input. The goal is to have guiding principles in place in the event the November initiative fails and additional class cancellations are necessary for Spring 2013.

III. Other

The Council thanked Berta for providing The Little Barn Bakery cookies as a treat.

IV. Announcements – There were no announcements.

The meeting adjourned at 3:30 p.m.

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September 5, 2012

**Next Meeting –
Wednesday, September 12, 2012
2:00 – 4:00 p.m.
AA-140**



INSTRUCTIONAL PLANNING COUNCIL

Minutes

September 12, 2012

Approved 09/19/12

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

Members Absent: Karen Boguta, Zeb Navarro

Enrollment Management Policies/Guiding Principles – PFF Representative: Molly Faulkner

Guest: Joel Glassman

Recorder: Glynda Knighten

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

I. Introductions – Vice President Berta Cuaron introduced ASG representative Dane Thorp and welcomed him to the Council.

II. MSC Cater/Workman to approve the minutes of September 5, 2012 as presented.

III. The workgroups met to brainstorm guiding principles and scheduling priorities.

Outcomes from the groups' discussions:

Guiding Principles

- Access to transfer, CTE, and development courses
- Balance semester offerings – Balance curriculum
- Accommodate student needs/preferences
- Support community needs
- Efficient use of facilities
- Maximize access (determine what students need – what % of GE/Transfer; Career/Tech; Basic Skills while attempting to maintain comprehensiveness through strategic analysis of programs; not a smaller status quo)

Scheduling Priorities

- Golden Four
- Accreditation requirements
- Basic skills
- Degree/Certificate requirements
- High demand
- Grant requirement

Scheduling Priorities *(continued)*

- Prioritize by tiers (CCC Mission)
 - GE/Transfer
 - CTE
 - Basic Skills
- Electives
- Existing Courses (electives)
- Exploratory
- 4-semester rotation
- Create tiers
 - Tier 1: GE/Transfer; Basic Skills; Career/Technical
 - Tier 2: Evidence of course rotations
 - Tier 3: Field courses/special topics
 - Tier 4: Stand-alone/Study Abroad

Data to be used

Quantitative

- Labor Market data
- Completion rates
- ARCC
- Persistence
- Retention
- PRPs

Qualitative

- Repeatability
- Capstone experiences
- Student goals
- Persistence
- Retention
- PRPs

Enrollment Management Policies/Guiding Principles – updated group members

Group 1

Dick Borden
Byung Kang
Mollie Smith
Dan Sourbeer
Dane Thorp

Group 3

Alan Aquallo
Judy Cater
Haydn Davis
Norma Miyamoto
Joel Glassman

Group 2

Jose Fernandez
Kathy Grove
Chris Norcross
Wilma Owens
Zeb Navarro

Group 4

Mark Bealo
Molly Faulkner
Linda Morrow
Shayla Sivert
Debi Workman

- IV. FTES PowerPoint – Vice President Cuaron guided the Council through a PowerPoint presentation on FTES (full-time equivalent students). The Council calculated several WSCH/FTEF examples.

V. Master Calendar for planning, resource allocation, and schedule development - DRAFT Summary Report from Groups – postponed until the next meeting.

VI. Other/Announcements –

The Council reviewed *Strategic Plan 2013*, Goal 2, Objective 2.6, Action Plans for Year 2 and Year 3.

Increase student retention, success, and completion by identifying and implementing academic and non-academic student support strategies designed to reach more students.

Working through the planning process, support innovative teaching and learning projects that directly impact student learning and success.

Discussion points:

- Projects should have broad impact, providing opportunities to meet all segments of the student population and maximizing resources to benefit the most students.
- Before IPC gets the project proposals, the Council should develop a more specific rubric with prioritized criteria for evaluating projects.
- A third activity could be added, or this concept could be blended into the two activities noted.

The Council supported the discussion points for Objective 2.6. Vice President Cuaron will submit the document to the Strategic Planning Council for review on September 18, 2012.

The September 10, 2012, press release from the Chancellor's Office regarding enrollment priorities to guide the groups' discussions on enrollment management priorities/guiding principles was distributed and discussed.

Discussion included the following points:

- The Board of Governors acted on this legislation on September 10 with an implementation date of Fall 2014,
- Palomar College has been managing enrollment in this manner for a while – a good thing.
- Federal law states that financial aid students are subject to a 90-unit maximum from all colleges, and
- The community college system is working on a database to pull data for students from all colleges to determine the 90-unit maximum.

The Council reviewed the Resource Allocation Model (RAM) that the College adopted in 2009-2010. The RAM shows how the College commits funding to achieve the FTES/CAP which determines the size of the class schedule to be offered each academic year. The model was developed by the Strategic Planning Council (SPC) in February 2010 to address the accreditation recommendation to link planning to budget. VP Cuaron indicated that SPC will likely modify the

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September 12, 2012

FTES box on the model to reflect the system office language and to continue to earn the extra \$1 million for being a “large college.”

VP Cuaron also noted that the College earned 20,800 FTES three years ago, and in 2012-2013 has a CAP of 18,200. The CAP could be reduced to 16,900 if the November ballot initiative (Prop 30) fails. This translates to approximately 350-400 class sections. If the ballot initiative succeeds, FTES will likely remain the same.

In past years, the College received Block Grant funds for equipment. However, the College has not received Block Grant money in four years. Prop M and Perkins funds have been used as designated to assist the College through difficult economic times.

VP Cuaron noted that ACCJC is increasing the scrutiny of the finances at colleges, such as cash flow, long-term debt, responsiveness to internal audit issues, and ending fund balance. Colleges are subject to being taken over by a state-appointed trustee if certain financial conditions are not met.

VP Cuaron noted that there will be future discussions regarding the Council’s role. She expressed appreciation for the Council’s good work on the current issues.

Announcements – There were no announcements.

The meeting adjourned at 3:55 p.m.

<p>Next Meetings –</p> <p>Special Meeting Enrollment Management Policies/Guiding Principles Wednesday, September 19, 2012 2:00 – 3:00 p.m. AA-140</p> <p>Regular Meeting Wednesday, September 26, 2012 2:00 – 4:00 p.m. AA-140</p>
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INSTRUCTIONAL PLANNING COUNCIL
Minutes – Special Meeting
September 19, 2012
Approved 09.26.12

Members Present: Mark Bealo, Richard Borden, Judy Cater, Berta Cuaron, Haydn Davis, Kathleen Grove, Byung Kang, Norma Miyamoto, Linda Morrow, Zeb Navarro, Wilma Owens, Shayla Sivert, Mollie Smith, Dan Sourbeer, Dane Thorp, Debi Workman

Members Absent: Alan Aquallo, Karen Boguta, Jose Fernandez, Chris Norcross

Enrollment Management Policies/Guiding Principles – PFF Representative: Molly Faulkner

Recorder: Glynda Knighten

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

- I. **MSC Cater/Morrow to approve the minutes of September 12, 2012, as presented.**
- II. Enrollment Management Policies/Guiding Principles (EMP)

Results of the Council's discussion:

Guiding Principles – The over-arching guiding principle for Enrollment Management is to focus on the legislative-mandated mission of California Community Colleges.

Guiding Principles

- Maximize access to GE/transfer, CTE, and developmental courses (basic skills/0-49 in course numbering, i.e., ENG 15, MATH 15; could also include ENG 50, MATH 50 & 60)
- Comprehensiveness to satisfy discipline, certificate/degree programs, preparation for the major, TMC requirements (blend with course rotation)
- Balance fall/spring offerings – develop an annual schedule
- Regularly review enrollment data to adjust schedule to student need – data to be defined so we are looking at the same information)
- Course rotation to support both day/evening student needs
- Appropriate mix of method of delivery (face-to-face, distance education, hybrid)
- Support community needs as it relates to the College Mission of transfer, basic skills, CTE, program, certificate, workforce development
- Honor commitments at center/sites (MOU with Camp Pendleton; Escondido – access to general education curriculum)
- Efficient use of facilities

Scheduling Priorities – 3 Tiers

Tier 1 – (Highest Priority)

- Golden Four
- GE/Transfer
- External accreditation requirements (NURS, DA, EME)
- Basic Skills
- Core Courses (degree/certificate requirements); avoid over-scheduling with multiple sections
- Career/Technical

Tier 2 – (Second Priority)

- Grant requirements (STEM)
- Electives – Instead of offering new courses, offer elective courses currently in the curriculum inventory, courses not required, but could be an elective to complete a degree.

Tier 3 – (Third Priority)

- High demand/community interest
- Exploratory courses
- Special topics courses in the past; parallel course going through curriculum process that will be CSU requirement)
- Special topics courses that are part of CTE program as result of recommendation (response to workforce need)
- Field courses, special topics, stand-alone (exception: field course that is part of a degree), and Study Abroad
- Student preferences

Data to be used – to be discussed at next meeting

At the next meeting, the Council will discuss the types of quantitative data reports to be used as part of the schedule development process, including the data to be used when the College needs to grow and when it needs to shrink due to reduced funding. These data reports include enrollment load, retention, etc.

There were no announcements.

The meeting adjourned at 2:55 p.m.

<p>Next Meeting –</p> <p>Regular Meeting</p> <p>Wednesday, September 26, 2012</p> <p>2:00 – 3:30 p.m.</p> <p>AA-140</p>
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INSTRUCTIONAL PLANNING COUNCIL

Minutes

September 26, 2012

Approved 10.03.12

Members Present: Alan Aquallo, Mark Bealo, Richard Borden, Judy Cater, Berta Cuaron, Jose Fernandez, Jennifer Gonzalez, Kathleen Grove, Byung Kang, Norma Miyamoto, Linda Morrow, Zeb Navarro, Wilma Owens, Shayla Sivert, Mollie Smith, Dan Sourbeer, Debi Workman

Members Absent: Karen Boguta, Haydn Davis, Chris Norcross

Enrollment Management Policies/Guiding Principles – PFF Representative: Molly Faulkner

Guest: Joel Glassman

Recorder: Glynda Knighten

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

I. MSC Cater/Sourbeer to approve the minutes of September 12, 2012, as presented.

II. Enrollment Management Policies/Guiding Principles (EMP)

The Council reviewed a print copy of the outcomes of the September 19 discussion – Planning Assumptions, Guiding Principles, Scheduling Priorities, and Enrollment Management Data.

- Use action words to clarify Guiding Principles.
- Clarify and/or add specific items as needed.

Enrollment Load Data Report Discussion

General enrollment load criteria was explained as follows:

- Section(s) with 70% or less capacity enrolled is generally considered to be over-scheduled, unless it is a single section being offered
- Section(s) with 80-85% capacity enrolled is OK to maintain as is and is considered to be meeting student need.
- Section(s) with 90% or above capacity enrolled is optimal for adding a section to meet student need when fiscal resources are available.

The Council reviewed three course-level enrollment load data reports for the Fall 2012 census date – (1) ACCT 201, (2) WELD 100, (3) MATH 50. Enrollment on census day is the number used by the state to calculate FTES.

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September 26, 2012

- The topic of wait lists and their inconsistency in the District was discussed. Some sections have 0, some have 20, etc.
- Another problem: students put themselves on multiple wait lists to see what opens.
- Have student choose which wait list to be on – to avoid skewing the data with students on three different wait lists. A concern was expressed that students may be limited/confined/constrained from going to any class that becomes open if they are on a single wait list. It was explained that the data on wait lists can be sorted so that a student is only counted once.
- Wait lists can help make planning decisions about adding sections. If you don't have a consistent wait list, you can't make an informed decision about courses to add.
- Is there student need that we are not addressing?

Enrollment Management Scheduling Priorities

- A lengthy discussion on elective courses took place.
- An elective course can also be a core course in a discipline, certificate, or degree.
- A discipline should plan to schedule a rotation of electives that meets student need and also meets minimum enrollment guidelines.
- It isn't practical to schedule every elective each semester, especially in a tight budget environment.
- If an elective is not enrolling well or is not being offered in a rotation, the discipline should be reviewing the certificate and degree requirements and making appropriate revisions. Courses should be deactivated as appropriate.

General Questions:

- Application deadline - application/enrollment deadlines for new students vs. continuing students have not been addressed in the tiers and guiding principles areas. PFF has brought this to the table for discussion – so IPC will not discuss this topic.
 - New Title 5 legislation addresses enrollment priorities that go into effect in Fall 2014 (brought to IPC previously).
 - There are departments with multiple disciplines. Agreed upon data can assist with decisions in multi-discipline departments when classes are being added or cut.
 - Course rotation commitment protects courses.
 - Need to do a rotation for both day and evening students.
 - Tell the student what 4-semester rotation will be. Map it out so students can prepare ed plans.
 - The difficulty departments have had with class cuts was noted.
-

Follow-up

- Council members were asked to identify additional types of data to review and include in the process.
- The updated draft of the Guiding Principles will be brought to the Council next week for additional discussion, including prioritization of items in each tier of the scheduling priorities.
- More detail will be added to each tier of the Enrollment Management Scheduling Priorities.

III. 2011-2012 Evaluation of IPC/Governance Structure

The Council reviewed the 2011-2012 evaluation of the Instructional Planning Council. A note of special commendation was given for the 100% agree/strongly agree for the item “The structure of IPC allows for open and participatory communication between constituents.” The Council will return to this evaluation when it revisits the roles, responsibilities, and governance structure in future meetings.

IV. Accreditation Update – SLOAC Report

The Council reviewed the template for the SLOAC report on proficiency that is due to ACCJC on March 15, 2013. Points to note include

- Colleges are expected to be at the Proficiency level of the rubric by Fall 2012;
- The rubric will be discussed at the next Council meeting;
- The College must provide quantitative and qualitative data in the report;
- The SLOAC coordinators and the Learning Outcomes Council have begun work on the report;
- The College is on track to reach proficiency for course SLOACs; additional work needs to be completed for program SLOACs;
- The first GE/ILO assessment was completed in Spring 2012, and the process received positive feedback from the randomly selected participants; and
- Drafts of the March 15 report will be shared with IPC as they are available.

Announcements

- Vice President Cuaron welcomed Jessica Gonzalez as the new ASG representative on the Council.
- *Paragon Springs* runs from September 28 through October 7.
- The first Coffee Talk in conjunction with *Paragon Springs* will be held on October 5, 6:00 – 6:50 p.m. in Room D-5.
- Dean Miyamoto encouraged Council members to attend Concert Hour scheduled for every Thursday of the semester from 12:30 – 1:30 p.m.
- The 2012 California Indian Day Celebration will be held on Thursday, September 27, 12:30 – 2:00 p.m. in MD-157. Refreshments will be served in the courtyard following the presentation.

- The Print Club was complimented on its work. The Council will schedule a field trip to see the production equipment in action.
- Mark Bealo noted that some of the information about the Print Club that was published in *The Telescope* was inaccurate.
- Dean Cater announced that Dr. Phil DeBarros was doing well following his recent surgery. The Council wished him a speedy recovery.
- There will be a movie screening of *Miss Representation* presented by Women's Studies faculty on Thursday, October 11, at 2:00 p.m. , in MD-157. Voter registration will follow the movie.

The meeting adjourned at 3:37 p.m.

Next Meetings –

**Special Meeting
Wednesday, October 3, 2012
2:00 – 3:00 p.m. – AA-140**

**Regular Meeting
Wednesday, October 10, 2012
2:00 – 3:00 p.m. – AA-140**



**Instructional Planning Council
Special Meeting – October 3, 2012
Minutes – Approved 10.10.12**

MEETING TYPE:	<input type="checkbox"/>	Staff	Date:	October 3, 2012
	<input type="checkbox"/>	Product/Project	Start Time:	2:00 p.m.
	<input checked="" type="checkbox"/>	Special	End Time:	3:00 p.m.
			Location:	AA-140

Chair: Berta Cuaron

Members Present: Alan Aquallo, Mark Bealo, Richard Borden, Judy Cater, Haydn Davis, Jose Fernandez, Jennifer Gonzalez, Byung Kang, Norma Miyamoto, Linda Morrow, Zeb Navarro, Chris Norcross, Wilma Owens, Shayla Sivert, Mollie Smith, Dan Sourbeer, Molly Faulkner

Members Absent: Karen Boguta, Kathy Grove, Debi Workman

Recorder: Glynda Knighten

Vice President Berta Cuaron called the meeting to order at 2:07 p.m.

- I. **MSC Sourbeer/Smith to approve the minutes of September 26, 2012, as amended.**
- II. **Enrollment Management Policy/Guiding Principles/Scheduling Priorities/Data Elements document**

Vice President Cuaron stressed the importance of having guiding principles in place if the November 6 tax initiative fails and schedule reductions are required. She will incorporate the relevant points from today's discussion into the document draft and take it to the Faculty Senate meeting on Monday (October 8) for review.

Guiding Principles

Discussion points included:

- The guiding principles listed in the draft document seem generic and may leave departments with few specifics about how to proceed.
- For a multi-discipline department, faculty would need to consider the scheduling priorities and/or data to determine section realignment to address student need.
- It was noted that the Council was charged with developing guiding principles (a framework), not directives (prescriptive guidance) about what to schedule. Departments should make the determination about class scheduling using the framework.
- Another question is "What happens if departments don't schedule according to the guiding principles?"

- The lack of consistency of waitlists was noted. The College needs to have agreed-upon commonalities for scheduling priorities.
- What does “appropriate mix” of online and face-to-face mean?
- The College must be more consistent in and committed to the use of data. With fiscal constraints, the College does not have the luxury of holding on to low-enrolled sections. We must have a plan in place if Prop 30 fails and we lose \$6.5M/300-400 sections/1300+ FTES.
- There was a suggestion to reword the fourth bullet of the Guiding Principles to read “*Conduct regular, thorough review of enrollment data and trends; adjust schedule to support student needs.*” The draft will be updated to reflect the rewording.

Scheduling Priorities

- An additional bullet in Tier 1 should be added: Preparation for the major/transfer requirements.
- How do departments know what transfer requirements are? Departments have this information and work through the articulation officer to identify transfer requirements.
- Core courses in GE/Transfer disciplines (preparation for major fields of study) used to create the Transfer Model Curriculum degrees (TMCs).
- Basic Skills courses are defined as courses numbered from 0-49 at state level and are credit & non-degree applicable. They are a subset of non-degree applicable courses. For this document, developmental courses are being defined as those numbered 0-99 in the four disciplines of ESL, English, mathematics, and reading.
- ESL 101 is 3 levels below ENG 100; it is not considered a transfer course. Coding is done by ESL department.
- Tiers 2 and 3 – There were no additions or changes.

Data Elements

- Three years of data are readily available on PRPs.
- For Performing Arts, the enrollment load report does not capture the full picture. Supplemental data to draw from is needed for these types of courses.
- The College needs to agree on data elements to be used uniformly in enrollment planning.
- Qualitative data can be unique to a program/discipline. Is there evidence of course rotation in scheduling?
- Low-enrolled classes, such as those courses that are capstone classes in various programs, will continue to be reviewed on a case-by-case basis. The PFF contract addresses these exceptions.
- The Council reviewed the qualitative data in the draft. There was a brief discussion regarding the usefulness and validity of qualitative research. One Council member commented that qualitative research can be based on “feelings.” The appointee to the Enrollment Management Planning group strongly objected; she pointed to an Academy of qualitative research and its importance in many disciplines.
- ARCC data – was removed from the data elements list as it does not directly support the process.

- Persistence & Retention – data elements in PRPs. It was suggested that the Council create a PRP category with subsets of persistence & retention.
- Financial Aid
Admission
Ed Plan Do these systems interact? Which one is most current when a student meets with a counselor? Berta to do research on this – how accessible is this data & how to retrieve?
- One Council member noted that the data elements were “gearing up to be PRP-heavy.”
- A Council member suggested that comprehensiveness of programs should be added to the qualitative data list.
- Vice President Cuaron will incorporate updates and take the draft to Faculty Senate on Monday, October 8.

Curriculum Balance Handout

- How does our schedule shake out in terms of what we offer in the categories of GE/Transfer, CTE, and Basic Skills? Data is based on an “offer” count and not “section” count. A lecture/lab class is counted as one “offer.”
- The Council reviewed the handouts – “offer” count – how the schedule looks in terms of our curriculum categories by course.
- Pie Chart #1 showed GE/Transfer curriculum at 59%, CTE Transfer at 27%, CTE-AA application at 3%, and basic skills (0-49 courses) at 4%.
- Handout #2 showed offer count data broken out by day/evening/distance education with distance education (online/hybrid sections) at 11%.
- Day offers were at 67% vs. evening offers at 22%. The College may need to encourage departments to look at evening offerings so that students can complete degree/transfer requirement. One of the guiding principles addresses this issue. Day/Evening offering balances may vary from program to program.
- The College also needs to look at retention – are we losing students?
- A Council member asked a question regarding evening capacity. What is the availability of rooms for classes?
- Has there been a change in data for day/evening classes over the last 5-10 years? Have classes changed? Have some shifted to online classes?
- The evening Transfer/GE class offers appear to be balanced at 51% in evening and 63% in day.
- The College needs to talk about Basic Skills as noted in the Student Success Task Force (SSTF) recommendation. This is not a mandate yet but pieces of SSTF are becoming legislative gradually.

Vice President Cuaron encouraged Council to study the pie charts for the next IPC meeting. The documents will be sent to Council members electronically.

III. Other/Announcements – There were no announcements.

The meeting adjourned at 2:57 p.m.

<p align="center">Next Meeting – Wednesday, October 10, 2012 2:00 – 4:00 p.m. AA-140</p>



Instructional Planning Council
Minutes – October 10, 2012
Approved 10.24.12

MEETING TYPE:	<input checked="" type="checkbox"/> Staff	Date:	October 10, 2012
	<input type="checkbox"/> Product/Project	Start Time:	2:00 p.m.
	<input type="checkbox"/> Special	End Time:	3:00 p.m.
		Location:	AA-140

Chair: Berta Cuaron

Members Present: Alan Aquallo, Richard Borden, Judy Cater, Haydn Davis, Jennifer Gonzalez, Kathy Grove, Byung Kang, Linda Morrow, Chris Norcross, Wilma Owens, Shayla Sivert, Mollie Smith, Dan Sourbeer, Debi Workman

Members Absent: Mark Bealo, Karen Boguta, Jose Fernandez, Norma Miyamoto, Zeb Navarro

Absent: Molly Faulkner – PFF Representative for Enrollment Management
Policies/Guiding Principles discussions

Guest: Joel Glassman

Recorder: Glynda Knighten

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

I. MSC Sourbeer/Workman to approve the October 3, 2012 minutes as amended.
Abstain: Workman

II. Enrollment Management Policy/Guiding Principles Discussion

VP Cuaron reported on her visit to the Faculty Senate on October 8. She presented to the Senate all documents that IPC used in the process of developing the Enrollment Management Policies and Planning: Guiding Principles, Scheduling Priorities, and Data Elements document. She will distribute the same materials to chairs/directors on Friday, October 12. The document should be viewed as a “live” document to be reviewed every year.

She noted the importance of providing the Senate and the chairs/directors time to review and process the document. She will bring feedback from the groups to IPC before proceeding. Meanwhile, the College must move forward to minimize the concerns that arise when making scheduling priority decisions.

A question was posed to faculty: Have faculty representatives on IPC been contacted regarding comments from Faculty Senate members regarding the document? Faculty noted that they have had no response from Senators regarding the document.

VP Cuaron emphasized that the College is receiving directives from the legislature. The College knows the rules for scheduling and must continue adjusting shifting resources to meet student needs. We are expected to help students move in and out quickly.

She complimented the Council on its productive dialogue and hard work in developing the enrollment management document.

III. PRP Reviews & Allocation Process Discussion

The Council will devote time to the PRPs and resource allocation process at the next meeting.

IV. IPC Representative on Accreditation Steering Committee

CTEE Dean Wilma Owens will represent IPC on the Accreditation Steering Committee for 2012-2013.

V. Staffing Master Plan Training – presented by Shawna Hearn of Human Resource Services (This item was moved to the beginning of the meeting.)

- Distributed a packet of documents for reference.
- Noted that the College is in year three of the six-year cycle for the Staffing Plan.
- Emphasized that the College systematically plans for staffing and emphasized that it ties plans to three areas:
 - Accreditation requirements
 - *Strategic Plan 2013*
 - Human Resource Services Program Review and Planning
- Reviewed the 2012-13 staffing plan process and timelines
- Provided an overview of the staffing plan and reviewed instructions for prioritization of staffing needs/positions for next year
- Identified three questions that the staffing plan addresses:
 - How many positions does the District need? (minimum/optimum staffing levels)
 - Which positions are needed and when to fill them?
 - What are specific positions needed? (Priority factors tied to planning and data)
- Noted that planning councils are to identify and prioritize staffing needs and send the information to Human Resource Services (HRS) by December 14, 2012
- HRS will use data from the Council's information to prepare the addendum for Human Resource Services Planning Council by the end of February 2013, and presented to the Strategic Planning Council and to the Governing Board as information.
- All priorities must have a unique ranking – there can be no ties in priorities.
- Faculty positions are identified and prioritized through IPC's subcommittee faculty prioritization process.
- Staffing planning will be on the agenda for the next IPC meeting.
- Planning for North and South Centers is not included in the process at this time. This prioritization will occur after organizational structure is developed and will be delayed until at least 2014.
- Hiring for 2012-2013 is dependent on funding and will be done on a case-by-case basis.

- Will provide Vice President Cuaron with the documents for the 2012-2013 budgeted/ actual positions in Instruction (staff employed in the instruction area) and the Priority Factors Form.
- The full-time to part-time faculty ratio was discussed briefly. The Faculty Obligation Number (FON) is mandated by the state and is dependent on funding. The District FON is assessed at the District level as opposed to the discipline level.

VI. Other/Announcements

- October 11 – *Miss Representation* will be shown in MD-147 on October 11. The premise is increasing the number of elected women in local and national legislative bodies. A voter registration drive will follow.
- Political Economy Days & Earth Science week will occur next week.
- Comet Celebration will occur from 10:00 a.m. – 1:00 p.m. on Tuesday and Wednesday of next week. All are welcome.

The meeting adjourned at 2:58 p.m.

Next Meeting –

Wednesday, October 24, 2012

2:00 – 4:00 p.m.

AA-140



Instructional Planning Council
Minutes – Approved 11.14.12
October 24, 2012

MEETING TYPE:	<input checked="" type="checkbox"/> Staff	Date:	October 24, 2012
	<input type="checkbox"/> Product/Project	Start Time:	2:00 p.m.
	<input type="checkbox"/> Special	End Time:	3:30 p.m.
		Location:	AA-140

Chair: Berta Cuaron

Members Present: Alan Aquallo, Mark Bealo, Richard Borden, Judy Cater, Haydn Davis, Jose Fernandez, Jennifer Gonzalez, Kathy Grove, Byung Kang, Norma Miyamoto, Linda Morrow, Shayla Sivert, Mollie Smith, Dan Sourbeer

Members Absent: Karen Boguta, Chris Norcross, Zeb Navarro, Wilma Owens, Debi Workman

Guest: Joel Glassman

Recorder: Glynda Knighten

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

I. MSC Sourbeer/Morrow to approve minutes of October 10, 2012, as presented.

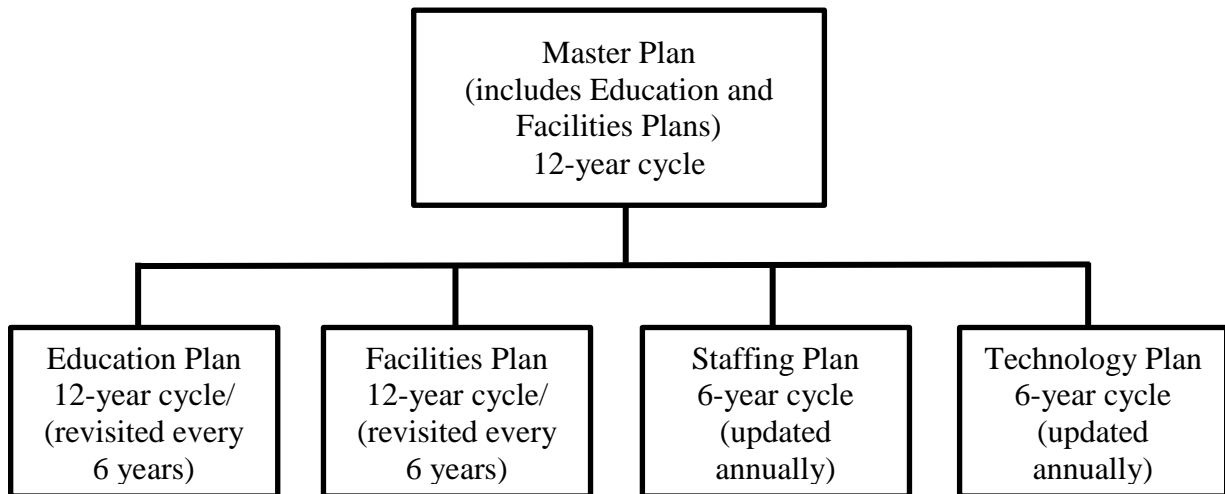
II. Representative to Accreditation Steering Committee – Dan Sourbeer was affirmed to serve as the IPC representative to ASC.

III. Staffing Plan

VP Cuaron distributed three documents:

- Priority Factors Form
- Position requests for permanent classified and administrator positions
- Spreadsheet with budgeted/vacant positions which included the priority list from 2011-2012, and unprioritized positions.

VP Cuaron reviewed the Palomar College planning process:



She noted that all planning is integrated and budget allocation is part of the process. The SPPF process occurs at the Strategic Planning Council level, and Program Review and Planning occurs at the Planning Council level.

Priority Factors Form

The four priority factors used in ranking positions (excluding faculty positions) in 2011-2012 was discussed.

- Health & Safety
- Program Accreditation Requirements (Add AODS to the list.)
- Student Success (direct classroom support)
- Department/Program Support (includes growth, technology support, financial impact, available employees to fill specific positions [bench depth])

Discussion Points:

- AODS will be added to the Program Accreditation Requirements factor in the chart.
- The same priority factors list has been used by IPC the past two years.
- The idea of putting Program Accreditation above Health & Safety was mentioned.
- The consensus of the Council was to use the same factors in the same order this year.

Position Requests for Permanent Classified and Administrator Positions

- The spreadsheet from last year includes budget/vacant positions and includes retirements, resignations, and transfers.
- On the spreadsheet, 36 positions were prioritized.
- Departments were instructed to update the data and rationale for positions and resubmit in their 2012-2013 PRPs. They were to assume that positions would not be carried over from year-to-year.
- The Communications department was renamed Media Studies department.

- The Clinical Coordinator position for EME is under recruitment and the Education Center Specialist position (#25 on the list) is open.
- The Council can reprioritize or blend additional positions.
- The minimum/maximum/optimum worksheet will not be required this year.
- The Library submitted classified and administrator position requests that do not appear on the spreadsheet. The document will be updated to reflect these positions.
- The four Trade & Industry positions are under recruitment and will be deleted from the spreadsheet.
- The idea of noting the changes in footnotes was suggested. (Example: *Position X* replaces *Position Y*.)
- The faculty position request from welding on the spreadsheet will be deleted. Full-time faculty position requests are prioritized by the IPC subcommittee.
- The dean positions on the spreadsheet will also be deleted.
- VP Cuaron takes staffing needs to the vice president meetings on Mondays for discussion. The vice presidents look at ways to support needs while minimizing costs. Savings from vacancies are considered in the ending balance in order to keep the budget solid.
- VP Cuaron will work with the deans to update the spreadsheet and cross-check position requests from 2011-2012 and 2012-2013. The updated spreadsheet will be distributed to Council members.
- The Council was encouraged to review the updated spreadsheet (to be distributed) prior to the November 7 special IPC meeting and to prioritize the positions into two groups of 10.
- The goal is to finish the prioritization in the next two IPC meetings and then move to the PRP review and allocations.

IV. **Program Review and Planning Process**

- It was suggested that the Council have a general target for the percentage of allocations for each category.
- Analyze the allocations for the past two years to determine the percentage of allocations for each category.
- Should the Council allocate funds based on a similar percentage each category is funded by the general fund, or, allocate to each category based on the percentage of the total funds requested?
- It was noted that departments requested funds for entire computer labs. Computers for some departments are out of warranty and “pushing down” computers is no longer viable.
- Although there is no District plan for computer replacements, the Council decided to remove from the list requests for computer labs and employee computer replacements, as well as software licenses. Data on requests for these items will be kept for historical purposes.
- It was noted that for the fourth year the District has no block grant funds from the state and the required District match for these funds.
- The Council has approximately \$200,000 to work with this year. This includes approximately \$94,000 from 2011-2012 SPPF allocation that was carried over.
- The Council suggested similar rating/ranking systems across the four workgroups.

- Mollie Smith distributed a spreadsheet for tracking requests/allocations in a “two dimension” fashion. It was suggested that software requests and Perkins Funds allocations should be broken out on the spreadsheet.
- A Council member noted that last year one subgroup decided that if an item was rated the same number by all members of the subgroup, that item became #1. Example: What was rated a #3 unanimously became #1.
- It was noted that even though there are identified priorities, the Council does not want to neglect areas that really need support.
- Furnishing new buildings coming online (Humanities Building and Performing Arts Complex) needs to be discussed. What will Prop M funds cover?
- The PRP requests will be discussed at the November and December IPC meetings.

V. Other/Announcements

- The Print Club reported a good trip to the SGIA (Screen Graphics Industry Association) convention in Las Vegas.
- A College Fair was held yesterday (October 24). Fifty-five colleges and universities were represented, and students prepared questions.
- Ten \$1000 NSF Step Grant scholarships for veterans/active military are available. There will be a link on the STEM webpage; applicants will apply through CSUSM.

The meeting adjourned at 3:28 p.m.

Next Meetings –

Special Meeting

Wednesday, November 7, 2012

Staffing Plan Discussion

2:00 – 3:00 p.m.

Scheduled Meetings

Wednesday, November 14, 2012

and

Wednesday, November 28

2:00 – 4:00 p.m.

AA-140

No meetings on December 5 and December 12



Instructional Planning Council
Minutes –Approved 11.28.12
November 14, 2012

MEETING TYPE:	<input checked="" type="checkbox"/> Staff	Date:	November 14, 2012
	<input type="checkbox"/> Product/Project	Start Time:	2:00 p.m.
	<input type="checkbox"/> Special	End Time:	4:00 pm
		Location:	AA-140

Chair: Berta Cuaron
Members Present: Alan Aquallo, Mark Bealo, Karen Boguta, Richard Borden, Judy Cater, Haydn Davis, Jose Fernandez, Jennifer Gonzalez, Kathy Grove, Byung Kang, Norma Miyamoto, Linda Morrow, Zeb Navarro, Chris Norcross, Wilma Owens, Shayla Sivert, Mollie Smith, Dan Sourbeer
Members Absent: Judy Cater, Jennifer Gonzalez, Debi Workman
Guest: Joel Glassman
Recorder: Glynda Knighten

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

- I. MSC Owens/Morrow to approve minutes of October 24, 2012, as presented.**
- II. *Enrollment Management and Planning: Guiding Principles, Schedule Development Priorities, and Data Elements for Planning Decisions*** – Vice President Cuaron reviewed the draft of the edited Enrollment Management Planning document. She noted that the document was presented for edits to Faculty Senate, the chairs/directors, and the Curriculum Committee. She stressed the importance of the document being updated as needed - being a “live” document. The document provides over-arching guidelines for scheduling for the needs of students to reach their goals. The Council agreed that the minutes should reflect members’ concerns and that the Council will revisit the document in Fall 2013.

MSC Smith/Borden to adopt the Enrollment Management and Planning document as presented for a one-year pilot. (The vote was unanimous.)

Comments from Council members included the following:

- Question: How helpful will the document be in a department such as Behavioral Sciences? How will this process unfold? Will senior administrators make a determination regarding classes to be added/cut and then filter this down to departments?
- Division deans have been asked to go back to departments with data and get recommendations for what students need – basic skills, Transfer Model Curriculum, etc.

- Departments are asked to use both quantitative and qualitative data and not to get too specific. Disciplines must make the tough decisions to provide what students need.
- Each department is asked to submit proposals for course requests (adding/cutting). The deans and vice president will review the proposed section additions/cuts and determine the appropriate mix of courses to be added to maintain comprehensiveness of programs – to find a balance of courses and to work within budget. It is not “scheduling as usual.”
- Introductory courses must continue to be offered so students can advance to higher level courses or can transfer.
- The College must consider rotation, day/evening, time of day, delivery method, etc., to make choices.
- Students are being asked to commit to a major early, causing students and faculty to “feel the pain.”
- Students are entering college less prepared.
- Clarification of electives (page 2, Tier 2) is needed.
- The College needs to think about how to enable students to move along in the curriculum in addition to providing comprehensiveness of courses/programs. We must get students in and out – with basic skills, education plans, movement toward their goals – while generating FTES necessary to sustain programs..
- Question: What is the purpose of wait lists? The College needs to have a discussion and prepare a definition.
- Institutional Research and Planning will look at discipline data on a case-by-case basis and report options if the discipline needs adds/cuts.
- It might be informative/valuable for departments to examine PRPs for needs.
- For large departments, such as Behavioral Sciences, irregularity in data, cross-listings, and lack of a consistent wait list policy are problems. Academic advising module will provide data for student needs. Is adding/cutting classes more student *want/desire* rather than student *need*?
- The arguments being made appear to be *against* taking a prescriptive approach to adding/cutting sections and *for* allowing departments to look at their student needs. If the guidelines are too prescriptive, they may not work for all departments because of the diversity and complexity of departments.
- The document needs more specifics – some faculty do not feel that these guidelines will be helpful.
- The guiding principles and scheduling priority tiers are not prioritized.
- It is important that a planning document is in place, even if it is not perfect. The document is a good first attempt and is not a panacea. It is more broad guidelines than definitive guidelines. The College could prepare a more detailed document at a later time. Details could be addressed in the next review of the document if it seems necessary.

III. Staffing Plan – questions on staff positions

The Council spent considerable time asking questions about requested positions. Council members with knowledge of position requests offered clarification. There were several positions where clarification was still needed, so Council members will make inquiries as appropriate and report findings to the Council. There were position requests that were removed from the list because they did not meet the criteria for this exercise.

The Council will prioritize position requests at the November 28 meeting. Prioritizations must be submitted to the Strategic Planning Council by the end of the semester. Council members are to bring their individual rankings for the first two groups of 10 positions to this meeting.

Members were asked to think globally regarding position requests and base rankings on equitable criteria across divisions. There was a question about ADA (Academic Department Assistant) workload. Four data elements to consider in ranking all positions include (1) FTEF, (2) number of part-time faculty, (3) FTES, and (4) WSCH. The PRPs are available on the [Institutional Research and Planning website](#).

There was discussion regarding the institutionalization of BSI/HSI positions and how it would affect prioritization of positions. If the eight positions are institutionalized, the District is required to hire them, which will push other position requests down on the ranking. There was a question about pulling the positions out of the process; however, no decision was made.

Vice President Cuaron left midway through the meeting for another required meeting, so Dean Owens chaired the meeting during her absence.

IV. PRP allocations – This agenda item will be discussed at the November 28 meeting.

V. Other/Announcements – There were no other announcements.

The meeting adjourned at 3:50 p.m.

**Next Meeting –
Scheduled Meeting
Wednesday, November 28, 2012
2:00 – 4:00 p.m.
AA-140**



Instructional Planning Council
Minutes – November 28, 2012
Approved 01/30/13

MEETING TYPE:	<input checked="" type="checkbox"/>	Staff	Date:	November 28, 2012
	<input type="checkbox"/>	Product/Project	Start Time:	2:00 p.m.
	<input type="checkbox"/>	Special	End Time:	4:00 pm
			Location:	AA-140

Chair: Berta Cuaron
Members Present: Alan Aquallo, Mark Bealo, Richard Borden, Haydn Davis, Jose Fernandez, Kathy Grove, Byung Kang, Norma Miyamoto, Linda Morrow, Zeb Navarro, Wilma Owens, Shayla Sivert, Mollie Smith, Dan Sourbeer, Debi Workman
Members Absent: Karen Boguta, Judy Cater, Jennifer Gonzalez, Chris Norcross
Guest: Joel Glassman
Recorder: Glynda Knighten

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

I. MSC Owens/Sourbeer to approve minutes of November 14, 2012, as presented.

II. Staffing Plan – Prioritization of Position Requests

The Council received clarification from the appropriate deans regarding questions about the various positions. There was discussion about the need to institutionalize the Title V BSI/HSI position requests.

MSC Owens/Davis to rank the eight (8) positions for Title V BSI/HSI as priorities #1-8 and then prioritize other positions from there. (The motion carried with 1 opposed and 1 abstention.)

A footnote will be included with the list to indicate that if a BSI/HSI position becomes grant-funded or other funding sources are found, other positions will move up appropriately on the prioritization list.

The Prioritized Position Requests 2013-2014 can be found at the end of this document.

III. PRP Allocation Process

VP Cuaron distributed a summary spreadsheet with the PRP requests/allocation for 2010-2011 and 2011-2012 and the requests for 2012-2013. The Council will allocate PRP funds for 2012-2013 in Spring 2013. VP Cuaron will request funds from the Palomar College Foundation to assist with equipment needs.

IV. Other/Announcements

The *Palomar College Enrollment Management & Planning* document adopted by IPC at the November 14 meeting was distributed; it is posted on the IPC website. It was noted that some faculty referenced the document in prioritizing classes to be added for Spring 2013.

The issue of not receiving PRP funding for software needed for Spring 2013 classes was noted. The deans for these departments will look at the problem. VP Cuaron will research the legality of using lottery funds for this expense.

It was noted that in Spring 2012, the Council took steps to adjust the schedule to prevent the delay of allocating PRP funds. However, the task of developing and adopting the *Enrollment Management & Planning* document took precedence this Fall 2012.

Vice President Cuaron thanked the Council for having the difficult conversations required to prepare the *Enrollment Management & Planning* document, and she wished everyone a restful winter break and a happy holiday season. The Council in turn thanked VP Cuaron for her leadership of the Council.

Dean Norma Miyamoto announced the arrival of a granddaughter.

Alan Lechusza-Aquallo noted that today is his wife's birthday.

Debi Workman announced that the EME offices in Escondido have been relocated and have a new address: 1935 E. Valley Parkway.

The meeting adjourned at 3:40 p.m.

<p>Next Meeting – Wednesday, January 23, 2013 2:00 – 4:00 p.m. AA-140</p>

**IPC Position Requests
2013-2014**

Position #	Department	Position Title*	Pay Group	Grade	FTE	Notes	Rank
6438	Languages & Literature	BSI/HSI Tutorial Specialist, Escondido TLC 100%, 11 months	CLS	22	1.0	Transition from grant to General Funds; transfer from Instruction to L&L	1
6435	Languages & Literature	BSI/HSI - Instructional Support Assistant I, Escondido TLC 100%, 11 months	CLS	16	1.0	Transition from grant to General Funds; transfer from Instruction to L&L	2
6472	Languages & Literature	BSI/HSI, Office Specialist I, Escondido TLC 45%, 11 months	CLS	10	0.45	Transition from grant to General Funds; transfer from Instruction to L&L	3
6437	Languages & Literature	BSI/HSI Project Supervisor, San Marcos & ESC 100%, 12 months	CAST	45	1.0	Transition from grant to General Funds; transfer from Instruction to L&L	4
TBD	Languages & Literature	BSI/HSI - Staff Assistant, San Marcos TLC 100%, 12 months	CLS	23	1.0	New Position needed to support new San Marcos TLC	5
TBD	Languages & Literature	BSI/HSI - Instructional Support Assistant II, San Marcos TLC 100%, 11 months	CLS	22	1.0	New Position needed to support new San Marcos TLC	6
TBD	Languages & Literature	BSI/HSI, Office Specialist I, San Marcos TLC 100%, 11 months	CLS	10	1.0	New Position needed to support new San Marcos TLC	7
TBD	Languages & Literature	BSI/HSI, Office Specialist I, San Marcos TLC 45%, 11 months	CLS	10	0.45	New Position needed to support new San Marcos TLC	8
5001	CTEE	Fallbrook-Education Center Specialist 45%, 11 months	CLS	18	0.45	Position filled - transfer effective 1/2/13	9
5050	Library	Senior Library Media Technician 100%, 12 months	CLS	19	1.0	Replacement for P. Wade (retires 1/25/13)	10
TBD	GC	Instructional Support Assistant III 100%, 12 months	CLS	25	1.00	New Position	11
5300	NURS	Health Programs Specialist 100%, 11 months	CLS	20	1.00	Replacement for B. Richards (retires Fall 2012)	12
TBD	ESL	Tutorial Specialist 100%, 11 months	CLS	22	1.00	New Position	13
TBD	PHOT	Instructional Support Assistant III 100%, 10 months, evening	CLS	16	0.45	New Position	14
5867	LIFE	Instructional Support Assistant IV 100%, 12 months (increase from 80% to 100%)	CLS	27	1.00	Increase current filled position from 80% to 100%	15
6066	AIS	Academic Department Assistant 100%, 12 months (increase from 60% to 100%)	CLS	23	1.00	Increase current filled position from 60% to 100%	16
TBD	PERF ARTS	Performing Arts Stage Technician 100%, 10 months	CLS	TBD	1.00	New Position	17
5144	WORLD LANG	Instructional Support Assistant I 100%, 10 months	CLS	16	1.00	Replacement for V. Guiterrez	18
5048	Library	Library Media Technician III 100%, 12 months	CLS	17	1.00	Replacement for M. Russell (retired December 2012)	19
5039	Library	Manager, Library Staff Services 100%, 12 months	AA	52	1.00	Replacement for K. Gannett (retired March 2012)	20



Instructional Planning Council
January 30, 2013 – Minutes
Approved 02.13.13

MEETING TYPE: ☒ **Staff** **Date:** January 30, 2013
☐ **Product/Project** **Start Time:** 2:00 p.m.
☐ **Special** **End Time:** 3:30 pm
Location: AA-140

Chair: Berta Cuaron

Members Present: Alan Aquallo, Mark Bealo, Richard Borden, Judy Cater, Haydn Davis, Kathy Grove, Byung Kang, Norma Miyamoto, Linda Morrow, Chris Norcross, Wilma Owens, Shayla Sivert, Mollie Smith, Dan Sourbeer

Members Absent: Karen Boguta, Jose Fernandez, Jennifer Gonzalez, Zeb Navarro, Debi Workman

Guest: Joel Glassman

Recorder: Glynda Knighten

Vice President Berta Cuaron called the meeting to order at 2:07 p.m.

I. MSC Owens/Morrow to approve minutes of November 28, 2012, as amended, with one abstention.

II. Budget Development Timeline

The Council reviewed the tentative budget timeline. It was noted that we are still facing a 20% reduction in the supplies budget. A questions was asked if the District has an \$18 million surplus, as this statement was made at the Faculty Senate meeting on January 28. It was suggested that Vice President for Finance and Administrative Services Ron Perez be invited to attend a Council meeting to discuss the District's budget and outlook. While the state budget situation appears to be improving, the three-year budget projection for the District continues to show deficit spending. Vice President Cuaron will follow-up.

It is important to note that the College has approximately 2000 FTES fewer than four years ago; this translates to 700-800 fewer sections per academic year (fall, spring, summer).

III. Strategic Plan 2016 development timeline

Development of *Strategic Plan 2016 (SP2016)* will begin in Spring 2013. *SP 2016* will include Action Plans for each year of the three-year cycle. The draft of the timeline for developing *SP 2016* shows work that the Council should accomplish prior to SPC meetings. Part of the new plan is an update of the Vision, Mission, and Values for the College.

Vice President Cuaron will invite SLOAC Coordinator Wendy Nelson to attend a Council meeting to discuss further integration of learning outcomes into the Program Review and Planning (PRP) process. She will bring a draft of the progress report on the Educational Master Plan for review.

The Council will provide feedback on PRP requests and bring forward themes to be addressed in *SP 2016*. One example is the need to allocate funds for technology.

VP Cuaron will bring an update on staffing plan priorities being addressed to the next meeting. She noted that the hiring freeze continues, although there are positions that must be filled to ensure ongoing operations and student success. The College will approach hiring slowly and thoughtfully and will continue to evaluate each position that becomes vacant due to retirement, resignation, or transfer..

IV. Speech/ASL Department name change

Interim Dean Shayla Sivert discussed the proposed department name change from Speech/ Forensics/ASL to Communication Studies/ASL. Discussion followed regarding the recent name change of the Communications Department to Media Studies and confusion that may arise with the proposed change for the Speech/Forensic/ASL department. Dean Miyamoto noted that the Media Studies Department (formerly Communications Department) may consider a department name change due to the Transfer Model Curriculum (TMC) requirements.

Some conversation & long-term discussion is needed. The TMC designation is “communication studies.” Deans Miyamoto and Sivert will follow-up with discussion with both departments.

V. PRP Allocations – available funds, workgroups, process

IPC was given spreadsheets with 2012-2013 PRP requests submitted in Fall 2012. Funds available for 2012-2013 include the following:

\$ 14,312	IPC PRP 2010-11 Priorities
\$ 180	IPC PRP 2011-12 Priorities
\$ 20,047	IPC PRP 2012-13 Priorities
\$ 5,447	IPC SPPF #8 2010-11
\$ 93,990	IPC SPPF 2011-12 Carryover

\$ 100,000	Foundation Grant
\$ 233,976	TOTAL Funds Available

PRP Analysis Workgroups and Process

Five workgroups for analysis of PRPs were formed, each led by an instructional dean. The composition of the workgroups is as follows:

- Group 1 – Dean Norma Miyamoto, Haydn Davis, Linda Morrow, Joel Glassman (as available)
- Group 2 – Dean Wilma Owens, Kathy Grove, Dick Borden, Zeb Navarro
- Group 3 – Interim Dean Judy Cater, Alan Aquallo, Chris Norcross, Student Representative
- Group 4 – Interim Dean Shayla Sivert, Byung Kang, Mollie Smith
- Group 5 – Interim Dean Dan Sourbeer, Mark Bealo, Debi Workman, Jose Fernandez

A handout with analysis criteria Instructional Support or Other Department/Unit, Division/Department, and Division/Department/Discipline was reviewed.

The PRPs for analysis were divided among the groups, with deans having PRPs outside their divisions. The workgroups will analyze and prioritize the instructional/support unit, division, department, and/or discipline PRP requests using a spreadsheet template. IPC will then prioritize the entire list of PRP funding recommendations.

Discussion Points:

- Departments want concrete feedback on their PRP submissions.
- Provide the chairs/directors with the rubrics used for analysis prior to PRPs being developed.
- Stress the importance of the connection between planning and budgeting/resource allocation. Add language to the form to highlight this connection.
- Encourage department chairs/directors to share feedback with their departments. (One Council member noted that her department submitted a request for 2011-2012 and received neither funding nor a response to the request.)
- The change in workgroups doing the PRP analysis may take longer (rather than review by individual Council members), but may provide more uniform and useful feedback.
- The Council agreed to proceed with this process for analysis and evaluate the process.
- It was noted that the progress on the PRP analysis is behind schedule due to the Enrollment Management and Planning work that took precedence in Fall 2012. The outcome of the enrollment management work provided a useful process for adding sections to the Spring 2013 schedule.

VI. *Strategic Plan 2013 Action Plan Year 3 – Objective 2.6 will be discussed at the next meeting.*

VII. IPC Governance Structure

The IPC Governance Structure was last revised in November 2008. Vice President Cuaron will make proposed revisions and bring a draft to the Council for review and input.

VIII. Other/Announcements

Interim Dean Cater announced that three Alcohol and Other Drugs (AODS) students received certifications and/or employment.

The meeting adjourned at 3:22 pm

IPC Priority Hiring Subcommittee met from 3:30 – 4:30 p.m.

Next Meeting

**Wednesday, February 13, 2013
2:00 – 4:00 p.m.**

Special Meetings

**Wednesday, February 20, 2013
2:00 – 3:00 p.m.**

**Wednesday, March 20, 2013
2:00 – 4:00 p.m.**

AA-140



Instructional Planning Council
Minutes – February 13, 2013
Approved 02.20.13
Correction approved 02.27.13

MEETING TYPE:	<input checked="" type="checkbox"/> Staff	Date:	February 13, 2013
	<input type="checkbox"/> Product/Project	Start Time:	2:00 p.m.
	<input type="checkbox"/> Special	End Time:	4:00 pm
		Location:	AA-140

Chair:	Berta Cuaron
Members Present:	Alan Aquallo, Mark Bealo, Richard Borden, Judy Cater, Haydn Davis, Jose Fernandez, Byung Kang, Norma Miyamoto, Linda Morrow, Zeb Navarro, Chris Norcross, Shayla Sivert, Mollie Smith, Dan Sourbeer
Members Absent:	Karen Boguta, Jennifer Gonzalez, Kathy Grove, Wilma Owens, Debi Workman
Guest:	Rand Green
Recorder:	Glynda Knighten

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

- I. MSC Morrow/Sourbeer to approve minutes of January 30, 2013, as presented.**
- II. CSIS Department Name Change** – CSIS Department chair Rand Green presented a request for a department name change to Computer Science and Information Technology. He distributed a handout with information noting that Information Technology is a more encompassing term for the department offerings. The name change received unanimous approval from the department. The Council approved the name change, and the recommendation will go to the Strategic Planning Council as an information item. The change will become effective July 1, 2013. No course number changes within the four disciplines will occur.
- III. Budget updates from CCC and state – handouts.**

Vice President Cuaron discussed two budget documents: (1) California's Community Colleges 2013-14 Budget Points and (2) 2013-14 California Budget Update Report. The \$18M ending fund balance item discussed at the last meeting will be addressed with a summary sheet that Vice President Perez presented to the Governing Board. Palomar should receive approximately 1.63% of the projected additional allocations to community colleges; \$3.2M is anticipated. How these funds will be allocated to the areas of restoration, growth, and/or COLA is still to be determined by the Legislature and Chancellor's Office.

- IV. Strategic Plan 2013 Action Plan Year 3 – Objective 2.6 – progress report on innovative teaching projects** – No proposals for SPPF funding were received for Objective 2.6, so no criteria were defined. It was noted that criteria defined within the objective were appropriate if needed. They are (a) directly addresses student retention, success, and completion; and (b) has the potential for the broadest impact on students.

Discussion points included the following:

- Should the objective be reworded?
- The objective is broad and flexible – like a “kitchen sink” objective.
- Should the form for requesting SPPF be clarified? Some objectives crossed over between IPC and Student Services Planning Council (SSPC). If two requests cross over between two councils, both councils could collaborate.
- VP Cuaron will draft the progress report and bring it to IPC for input and then to SPC.

V. PRP Allocations – Workgroups

The remainder of the meeting was spent on discussion of the process for evaluating and ranking PRP requests and on workgroup discussions.

Discussion included

- How to approach high-dollar requests
- Replacement of 600 employee computers and 400 lab computers going out of warranty this year
- Replacement of copiers, printers, data projectors
- Equipment for a “standard classroom” – computer, data projector, document camera, etc.
- The need to provide meaningful feedback to departments
- Workgroups should go through all requests to get an overall picture.
- The need to update the spreadsheet to eliminate irrelevant information
- Requests for additional printing costs can be funded with lottery money.
- The possibility of restoring part of the 20% cuts to supply and discretionary budgets imposed for FY12-13
- The potential of using the second cycle of Prop M funds for technology needs
- A spreadsheet with Perkins Fund allocations was distributed.
- How to streamline the process in order to use time most efficiently and overcome the feeling of being overwhelmed by the task
- Workgroups should use a uniform process for prioritizing PRP requests in order to make prioritization by the entire Council easier
- A suggestion was made to use the process the IPC faculty hiring priority subcommittee uses for ranking positions.

The Council decided to use these as the primary priorities in ranking requests:

- One-time funds
- Direct impact on students
- Renewal cycles (such as four-year software license renewal)
- Travel/specialized training/Professional Development

The following types of requests will be set aside for now:

- Requests for on-going funds
- Supplies – 4000s
- Printing – 5000s
- Computers – 6000s
- Humanities Building requests – ESL, English, Journalism, Reading, Speech/ASL, World Languages

Workgroups are to bring prioritized recommendations to the February 27 IPC meeting if possible.

VI. Other/Announcements

- Fact Book 2010-2011 is available on the Institutional Research and Planning website.
- Performing Arts Circle is hosting a gala fundraiser, *The Festival*, on April 13 at “The Grand Tradition” in Fallbrook. Tickets are \$250 and are tax deductible. Funds will be used for the Steinway Fund.
- The STEM Center had more than 800 visits during the first eight days of spring semester.
- Byung Kang has a new granddaughter.
- Happy Birthday to Alan Aquallo.
- Teresa Lambert in Student Services is a new grandmother.

The formal meeting adjourned at 3:10 p.m. The PRP workgroups worked for the remainder of the scheduled meeting time.

Special Meeting

Wednesday, February 20, 2013 – 2:00 – 3:00 p.m.
PRP Workgroups

Next Meeting

Wednesday, February 27, 2013 – 2:00 – 4:00 p.m.

Special Meeting

Wednesday, March 20, 2013 – 2:00 – 4:00 p.m.

AA-140



Instructional Planning Council
Minutes – February 20, 2013
Approved 02.27.13

MEETING TYPE:	<input checked="" type="checkbox"/> Staff	Date:	February 20, 2013
	<input type="checkbox"/> Product/Project	Start Time:	2:00 p.m.
	<input type="checkbox"/> Special	End Time:	3:00 pm
		Location:	AA-140

Chair: Berta Cuaron
Members Present: Alan Aquallo, Mark Bealo, Richard Borden, Judy Cater, Haydn Davis, Kathy Grove, Byung Kang, Norma Miyamoto, Linda Morrow, Zeb Navarro, Chris Norcross, Wilma Owens, Shayla Sivert, Mollie Smith, Dan Sourbeer, Debi Workman
Members Absent: Karen Boguta, Jose Fernandez, Jennifer Gonzalez
Recorder: Glynda Knighten

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

- I. MSC Cater/Sourbeer to approve the minutes of February 13, 2013, as presented, with one abstention.**
- II. Strategic Plan 2013 Action Plan Year 3 – Objective 2.6 – DRAFT - progress report on innovative teaching projects.**

The Council reviewed the draft of the progress report on Objective 2.6 and approved the draft for presentation to SPC.

III. PRP Allocations – Workgroups

Discussion/clarification prior to the workgroups beginning their work included

- A question was asked regarding one-time fund requests that could be on-going, but were not presented as on-going. The Council was encouraged to use best judgment in analyzing the request and make it clear to the requestor that the PRP allocations are one-time funds.
- Questions were asked about how to “package” the results. The workgroups are to submit electronically one prioritized list to Glynda Knighten, using a naming convention to be provided. The prioritized items will be compiled and presented to the Council for further prioritization.
- Clarification was provided for prioritizing the top three or four requests, regardless of category.

- The Council will spend most of the February 27 and March 13 meetings in workgroups, with the hope that all work will be completed by the March 13 meeting. The March 20 meeting will be held if the work is not completed and additional review time is required.
- Vice President Cuaron will take budget line item requests to SPC and stress the need for budget line items for equipment and technology.

The workgroups spent the remainder of the meeting reviewing the PRP requests and prioritizing recommendations for allocations.

Suggested File Name for workgroup PRP Priorities:

PRP 12-13 Priorities Group # NAME so a file name would read

***PRP 12-13 Priorities Group 1 MIYAMOTO or
PRP 12-13 Priorities Group 5 SOURBEER***

Suggested File Name for Analyses of PRPs:

Analysis Division Name Department Discipline 12-13

So the file name would read

***Analysis AMBCS ART ARTD 12-13 or
Analysis MNHS LIFE BIOL 12-13***

- **Workgroups –**

Group 1 – Dean Norma Miyamoto, Haydn Davis, Linda Morrow, Joel Glassman (as available)

Group 2 – Dean Wilma Owens, Kathy Grove, Dick Borden, Zeb Navarro

Group 3 – Interim Dean Judy Cater, Alan Aquallo, Chris Norcross, Student Representative

Group 4 – Interim Dean Shayla Sivert, Byung Kang, Mollie Smith

Group 5 – Interim Dean Dan Sourbeer, Mark Bealo, Debi Workman, Jose Fernandez

IV. Other/Announcements

Meeting adjourned at 3:00 p.m.

<p style="text-align: center;">Next Meetings Wednesday, February 27, 2013 – 2:00 – 4:00 p.m. Wednesday, March 13, 2013 – 2:00 – 4:00 p.m. <u>Special Meeting if needed</u> Wednesday, March 20, 2013 – 2:00 – 4:00 p.m. AA-140</p>



Instructional Planning Council
Minutes – February 27, 2013
Approved 03.13.13

MEETING TYPE:	<input checked="checked" type="checkbox"/> Staff	Date:	February 27, 2013
	<input type="checkbox"/> Product/Project	Start Time:	2:00 p.m.
	<input type="checkbox"/> Special	End Time:	4:00 pm
		Location:	AA-140

Chair: Berta Cuaron
Members Present: Alan Aquallo, Richard Borden, Judy Cater, Haydn Davis, Jose Fernandez, Kathy Grove, Byung Kang, Norma Miyamoto, Linda Morrow, Chris Norcross, Wilma Owens, Shayla Sivert, Mollie Smith, Dan Sourbeer, Debi Workman
Members Absent: Mark Bealo, Karen Boguta, Jennifer Gonzalez, Zeb Navarro
Recorder: Glynda Knighten

Vice President Berta Cuaron called the meeting to order at 2:07 p.m.

- I. MSC Sourbeer/Cater to approve the minutes of February 20, 2013, as presented.**
MSC Fernandez/Cater to approve the minutes of February 13, 2013, as corrected.

II. Staffing Plan – Hiring Status - handout

Vice President Cuaron distributed a handout on the Instruction area staffing plan. The Council discussed needed corrections to the document. VP Cuaron noted that the modified hiring freeze continues with individual positions being reviewed for approval and prioritization. With 21 new faculty recruitments in Spring 2013, recruitments for classified and administrative positions have been staggered. The Council will continue to discuss staffing needs each year and make recommendations as appropriate.

III. PRP Allocations – Workgroups

Workgroups spent the remainder of the meeting on PRP allocation recommendations and the analyses of PRPs.

- **Workgroups –**
 - Group 1 – Dean Norma Miyamoto, Haydn Davis, Linda Morrow, Joel Glassman (as available)
 - Group 2 – Dean Wilma Owens, Kathy Grove, Dick Borden, Zeb Navarro
 - Group 3 – Interim Dean Judy Cater, Alan Aquallo, Chris Norcross, Student Representative
 - Group 4 – Interim Dean Shayla Sivert, Byung Kang, Mollie Smith
 - Group 5 – Interim Dean Dan Sourbeer, Mark Bealo, Debi Workman, Jose Fernandez

- IV. Other/Announcements –** There were no announcements.

The meeting adjourned at 4:00 p.m.

Next Meeting
Wednesday, March 13, 2013
2:00 – 4:00 p.m.

Special Meeting
Wednesday, March 20, 2013
2:00 – 4:00 p.m.

AA-140



Instructional Planning Council
Meeting Minutes – March 13, 2013
Approved 03.20.13

MEETING TYPE:	<input checked="" type="checkbox"/> Staff	Date:	March 13, 2013
	<input type="checkbox"/> Product/Project	Start Time:	1:30 p.m.
	<input type="checkbox"/> Special	End Time:	3:00 pm
		Location:	AA-140

Chair: Berta Cuaron
Members Present: Alan Aquallo, Mark Bealo, Richard Borden, Judy Cater, Haydn Davis, Kathy Grove, Byung Kang, Norma Miyamoto, Linda Morrow, Zeb Navarro, Chris Norcross, Wilma Owens, Shayla Sivert, Mollie Smith, Dan Sourbeer, Debi Workman
Members Absent: Karen Boguta, Jose Fernandez, Jennifer Gonzalez
Recorder: Glynda Knighten

Vice President Berta Cuaron called the meeting to order at 1:35 p.m.

I. MSC Cater/Sourbeer to approve the minutes of February 27, 2013, as presented.

II. Strategic Plan 2016

- Progress reports on *Strategic Plan 2013* Action Plan Year 3 – There was no discussion on this attachment.
- Vision, Mission, Values – attachment

One of the tasks for developing *Strategic Plan 2016* is to revisit the College's Mission Statement. The Council discussed the handout with notes of the conversation from SPC and the ACCJC requirements for a Mission Statement.

Three primary requirements from ACCJC are

- 1) Who are you serving?
- 2) What are you providing?
- 3) How are you demonstrating your commitment to the Mission Statement?

Discussion points included

- Lifelong education
- GE/transfer /CTE/Basic Skills requirements
- Increased focus on student success, student achievement, student learning, student engagement, and classroom climate & community
- Aesthetic and cultural appreciation
- Relationship and engagement with the community we serve

- Conflict between State and ACCJC requirements in relationship to the definition of general education and institutional learning outcomes

VP Cuaron will take feedback from the Council to SPC. Director of Institutional Research and Planning Michelle Barton will convene a workgroup to draft an updated Mission Statement.

- Staffing Plan Year 3 Update – attachment

The Council appreciated the work of the Planning Councils and agreed to read and reflect upon the document for future meetings. Pages missing on the handout will be sent to Council members.

- PRPs for 2013-2014 – A workgroup will be convened to rewrite SLOAC questions on the PRP.

III. Budget Discussion

The budget outlook recently presented by Vice President for Finance and Administrative Services Perez will be discussed at the next Council meeting.

IV. IPC Governance Structure – handouts

The Council reviewed the current governance structure and the proposed updates to the components of the structure. The shaded areas on the handout indicate recommended changes. Discussion regarding products, membership, and meeting schedule followed.

V. PRP Analysis Update & Allocation Recommendations from Workgroups

VP Cuaron announced that the Budget Committee will recommend a one-time \$1 million allocation from Fund 41 for instructional equipment to SPC, with \$900,000 allocated to Instruction and \$100,000 allocated to Student Services, Human Resource Services, and Finance and Administrative Services.

The Council will use this year's PRPs for equipment allocations. Funds not allocated will be carried over to the next year.

The recommendation also includes an annual \$500,000 allocation for equipment established by 2014-2015.

The funding recommendation for technology is about \$1.8 million and will be allocated by a subcommittee of FASPC responsible for the Technology Plan. These funds must address all District technology needs, including the replacement of the majority of out-of-warranty computers in labs, as well as all employee computers.

The Learning Outcomes Council (LOC) has discussed the need for improvement in the link between PRPs & learning outcomes and assessment results. LOC will convene a workgroup of three or four members from LOC and three or four members from IPC. Alan Aquallo, Wilma Owens, and Linda Morrow volunteered to serve as IPC representatives on the workgroup.

The Council discussed the handouts with the PRP workgroup priority allocation recommendations for the 4000s (supplies), 5000s (operating expenses) and 6000s (equipment and technology). The recommended allocations were sorted by priority ranking and then by group number.

The original available amount for allocation is \$234,000, and \$309,000 was recommended by the workgroups.

4000s – Supplies	\$ 34,781
5000s – Operating Expenses	\$ 30,891
6000s – Equipment	\$147,783
6000s – Technology	\$ 95,497
Total	\$308,952

Discussion:

- The Council could pull equipment requests from the allocations and fund them with the \$900,000 from Fund 41.
- Workgroups could review the recommendations for allocations. The Council decided not to do this.
- It was noted that some requests were not linked to planning.
- Workgroups looked at requests differently and interpreted the criteria differently. The inequity of this approach was discussed.
- The Council reviewed the criteria for prioritizing allocation recommendations established at the February 13 IPC meeting.
- Interim Dean Cater offered to remove the requests for Political Economy Days stipends from the requests. The Council subsequently decided to include the request.
- The Council will address the 6000 requests for equipment and technology at a later meeting.
- Workgroup 4 prioritized its requests 1-5 for each category. Other allocations left on their worksheet were not intended as recommendations for funding.

MSC Bealo/Davis to fund the 4000 & 5000 allocation recommendations as proposed by workgroups. The motion passed unanimously.

VI. Other/Announcements

- VP Cuaron encouraged Council members to attend the educational panel at 3:00 p.m. today in the Governing Board room. The feedback received at this panel discussion will provide information as the College develops *Strategic Plan 2016*.
- The Council congratulated Dr. Alan Lechusza Aquallo on being granted tenure.
- Sabbatical leaves for 2013-2014 were approved by the Governing Board.

The meeting adjourned at 2:50 p.m.

Special Meeting
Wednesday, March 20, 2013
2:00 – 3:00 p.m.

Next Meeting
Wednesday, April 10, 2013
2:00 – 4:00 p.m.



Instructional Planning Council
Minutes – March 20, 2013
Approved 04.10.13

MEETING TYPE:	<input type="checkbox"/> Staff	Date:	March 20, 2013
	<input type="checkbox"/> Product/Project	Start Time:	2:00 p.m.
	<input checked="" type="checkbox"/> Special	End Time:	3:00 pm
		Location:	AA-140

Chair: Berta Cuaron
Members Present: Alan Aquallo, Mark Bealo, Richard Borden, Judy Cater, Haydn Davis, Jose Fernandez, Kathy Grove, Byung Kang, Norma Miyamoto, Linda Morrow, Zeb Navarro, Wilma Owens, Shayla Sivert, Dan Sourbeer, Debi Workman
Members Absent: Karen Boguta, Jennifer Gonzalez, Chris Norcross, Mollie Smith
Recorder: Glynda Knighten

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

I. MSC Sourbeer/Morrow to approve the minutes of March 13, 2013, as amended.

II. Strategic Plan 2016 Report – Information

- Status reports on Plans (Master, Facilities, Staffing, Technology) for *Strategic Plan 2016* were distributed and discussed. One part of the process is the evaluation of *Strategic Plan 2013*.
- The Strategic Planning Council (SPC) will begin discussion of the Status Reports on April 2; IPC will have time to offer input/ suggestions per the PRP requests. One example in the Educational Master Plan is the bullet “establish budget line-item resources to support on-going replacement of instructional equipment, training aids, and technology.
- The Council will continue discussion on April 10.

III. Budget – Discussion

The budget projection document shared with the Budget Committee and SPC was distributed and discussed. It was noted that the District continues in a deficit spending mode. The reductions in the 4000, 5000, and 6000 account implemented in the past few years are not likely to be reinstated. The Governing Board requires a 5% reserve.

State apportionments, classified and administrator position vacancies, faculty hiring, and new classified positions, among other factors, will cause numbers to shift. The College will continue to spend frugally and hope the state economy turns around.

IV. IPC Governance Structure – Action

Revisions to IPC Governance Structure form distributed last week were discussed.

Questions/Comments/Concerns:

- One (1) classified staff member will be from Instruction.
- One (1) Administrative Association member will be added
- Palomar Faculty Federation will appoint one (1) faculty member.
- The Faculty Position Priority Subcommittee membership is included.

MSC Cater/Sourbeer to approve the revised Instructional Planning Council governance structure.

The revised governance structure will go to SPC for review and approval.

V. PRP Analysis Update & Allocation Recommendations

For 2012-2013, IPC will receive \$850K from Fund 41 for instructional equipment and/or technology. Information Services via the technology group will be allocated \$2M to address all District technology needs.

For 2013-14, IPC will receive a \$500K allocation for instructional equipment and IS will receive approximately \$1M for technology.

The Council reviewed the IPC workgroup recommendations for the \$100K Foundation grant. The Foundation requires that grant money must be spent on equipment directly used by students in the classroom or support area. The Council identified the PRP requests to be sent to the Foundation.

MSC Fernandez/Owens to submit the equipment priorities as noted for the \$100,000 Foundation grant.

Instructional Planning Council Requests for Palomar College Foundation Grant 2012-2013			
Department	Quantity	Item	Cost
PHOTO	13	35 mm Canon camera kits and lenses	\$ 13,250
KINE	3	AED CPR Trainer Masks	\$ 1,500
CHEM	1	Rotary Evaporator for organic chemistry lab	\$ 7,330
CINE	2	HD Camcorders with removeable lenses	\$ 12,000
FASH	1	5-thread serger machine	\$ 2,000
DA	1	Milling unit to create crowns with dental CAD/CAM	\$ 13,000
PHOTO	11	Photographic enlarger stabilizer/timer kits	\$ 7,500
LT	4	E-book readers	\$ 1,980
ART	5	Shimpo VL Whisper Potter's Wheels	\$ 5,754
KKSM	1	Broadcast electronics AM-500-A transmitter	\$ 8,000
CHDV	23	District-standard classroom tables	\$ 4,711
CHDV	46	District-standard classroom chairs	\$ 4,720
KINE	4	Exercise Machines (elliptical runners & treadmills)	\$ 20,000
TOTAL			\$ 101,745

VI. Announcements/Other

There were no announcements.

The meeting adjourned at 4:00 p.m.

Next Meetings

Wednesday, April 10, 2013

2:00 – 3:00 p.m.

IPC Faculty Priority Hiring Subcommittee

Wednesday, April 10, 2013

3:00 – 5:00 p.m.

Future Spring 2013 Meetings

April 24, 2013

May 8, 2013

AA-140



Instructional Planning Council
Minutes – April 10, 2013
Approved 04.24.13

MEETING TYPE:	<input type="checkbox"/> Staff	Date:	April 10, 2013
	<input type="checkbox"/> Product/Project	Start Time:	2:00 p.m.
	<input checked="" type="checkbox"/> Special	End Time:	3:00 pm
		Location:	AA-140

Chair: Berta Cuaron
Members Present: Alan Aquallo, Richard Borden, Judy Cater, Haydn Davis, Jose Fernandez, Kathy Grove, Byung Kang, Norma Miyamoto, Linda Morrow, Zeb Navarro, Shayla Sivert, Debi Workman
Members Absent: Mark Bealo, Karen Boguta, Jennifer Gonzalez, Chris Norcross, Mollie Smith, Dan Sourbeer, Wilma Owens
Recorder: Glynda Knighten

Vice President Berta Cuaron called the meeting to order at 2:08 p.m.

I. MSC Cater/Workman to approve the minutes of March 20, 2013, as corrected.

II. Strategic Plan 2016 Report – Information

- IPC members are invited to attend the April 12, 9:00 a.m. – 3:00 p.m., workshop in AA-140. The Strategic Planning Council (SPC) will begin the process of preparing *Strategic Plan 2016*.
- Goals & Objectives – Based on SPC discussions, goals and objectives will be added or deleted to reflect directives or expectations coming from legislation and the Chancellor's Office. Vice President Cuaron will report a summary of outcomes of the workshop to IPC.
- The Planning Councils will provide over-arching themes/goals that surfaced from Program Review and Planning (PRP) documents. These themes/goals will be integrated in the development of *Strategic Plan 2016*.
- Vice President Cuaron shared with SPC three themes that surfaced from the PRPs for Instructional Services:
 - (1) on-going equipment and technology needs – to ensure that classrooms are current;
 - (2) staffing needs – how to rebuild staff through department analyses of changing needs;
 - (3) student success: The First Year Experience (FYE) and its components – Summer Bridge, STEM Center, TLC, Service Learning, etc. FYE has become a layer of the College that supports all students, and the College will determine how it will evolve.

- The revised Mission Statement adopted by SPC was distributed and discussed. SPC approved suggestion #2 which will go to the Governing Board for approval. SPC retained the concept of life-long learning in the language.

III. PRP Analysis Update & Allocation Recommendations

The Council discussed PRP requests. Discussion points included

- IPC members can inform divisions/departments/disciplines of the approved allocations for the 4000 and 5000 account categories;
- Approved items on the list for the Foundation grant may not be ordered until the grant is funded and budget adjustments are in place;
- Allocations with account strings will be sent to deans, department chairs, and ADAs for review;
- Redevelopment funds of \$800K will cross over 2012-2013 and 2013-2014;
- Deans will
 - 1) review PRP equipment/technology requests with department chairs;
 - 2) recommend compelling needs that have not been funded from other sources; and
 - 3) communicate items that have been funded from other sources;
- IPC members will review software site licenses separately;
- Items approved by IPC will be purchased in the summer and available for Fall 2013;
- Consideration will be given to setting aside a portion of the \$800K for the future;
- The technology group has been awarded \$2M for District technology needs, including labs, faculty/staff computers, infrastructure, hardware/software, etc., and
- IPC will make recommendations to the technology group for needs in Instructional Services.

IV. PRP Workgroup Recommendation The list of proposed items to be requested for the Palomar Foundation grant was distributed as an attachment for today's meeting.

V. Drafting Technology – Vice President Cuaron presented the recommendation by the Drafting Technology discipline to be transferred from Design and Consumer Education to Trade & Industry for Fall 2013.

VI. Announcements/Other

- [Political Economy Days](#) will be held on April 17 and 18. The schedule is available on the Economics, History, Political Science Department website.
- The Child Development Department is sponsoring a documentary screening and panel discussion of “Bully” on April 19 in MD-157.
- The Multicultural Department is sponsoring a Civil Rights Festival on May 15 in the Quad.
- Vice President Cuaron distributed a document describing the *Student Success Scorecards* that detail student outcomes at the 112 California community colleges. The scorecards were a major recommendation of the Student Success Task Force.

The meeting adjourned at 3:00 p.m.

The IPC Subcommittee met from 3:00 – 5:00 p.m.

Next Meetings

Wednesday, April 24, 2013

2:00 – 3:15 p.m.

IPC Subcommittee Meetings

Wednesday, April 17

2:00 – 5:00 p.m.

Friday, April 19 (if needed)

9:00 – 11:00 a.m.

Last IPC Meeting of Spring 2013

May 8, 2013

2:00 – 4:00 p.m.

AA-140



Instructional Planning Council
Minutes –Approved 05.08.13
April 24, 2013

MEETING TYPE:	<input checked="" type="checkbox"/>	Staff	Date:	April 24, 2013
	<input type="checkbox"/>	Product/Project	Start Time:	2:00 p.m.
	<input type="checkbox"/>	Special	End Time:	3:15 pm
			Location:	AA-140

Chair: Berta Cuaron
Members Present: Alan Aquallo, Mark Bealo, Richard Borden, Judy Cater, Haydn Davis, Jose Fernandez, Kathy Grove, Byung Kang, , Linda Morrow, Chris Norcross, Wilma Owens, Shayla Sivert, Mollie Smith, Dan Sourbeer
Members Absent: Karen Boguta, Jennifer Gonzalez, Norma Miyamoto, Zeb Navarro, Debi Workman
Guest: Wendy Nelson
Recorder: Glynda Knighten

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

- I. MSC Cater/Sourbeer to approve the minutes of April 10, 2013, as presented.**
- II. Strategic Plan 2016 Update** – The Council reviewed the College Priorities and SWOT Analysis documents. The first draft of the College’s goals and objectives will be reviewed at the May 7 Strategic Planning Council meeting.
- III. PRP Allocation Recommendations** – This agenda item was postponed to the May 8 Council meeting to allow time to gather information from departments and to consult with the technology group regarding District-wide technology needs and allocations.
- IV. IPC Subcommittee Recommendations – Faculty Hiring Priority Recommendations for 2014-2015.** The Council discussed the process for prioritizing the 53 position requests. It was noted that the process works well and includes both objective and subjective participation to arrive at the priorities. The prioritized list will be presented at the May 7 Strategic Planning Council meeting as information and to the Superintendent/President as a recommendation.

MSC Sourbeer/Cater to approve the IPC subcommittee recommendations for faculty priority hiring for 2014-2015.

- V. Accreditation Reports** – attachments – The Council reviewed the Annual Report and the Annual Fiscal Report submitted to ACCJC in March. Both reports include more elements than previous years, making them more comprehensive.

The Annual Report included the data submitted in the SLOAC Proficiency Report submitted on March 15, as well as numerous additional data elements, including additional questions on distance education course offerings and programs.

The Annual Fiscal Report had increased focus on a district's fiscal stability, including three-year trends on revenues, ending balance, and cash flow. The monitoring of the fiscal stability of colleges is now reviewed by a separate fiscal committee convened by ACCJC.

Both reports are available on the Accreditation website.

- VI. PRP Revisions – Workgroup Update** – SLOAC Co-Coordinator Wendy Nelson presented information on the outcomes of the workgroup charged with making recommendations for revising the Program Review and Planning (PRP) form to improve the integration of student learning outcomes and assessments into the process.

Wendy distributed a handout with observations and recommendations from the workgroup. One of the outcomes was to incorporate the PRP process into the Palomar Outcomes Database (POD/TracDat).

Two recommendations from the workgroup were

- 1) Put together a workgroup to meet during the summer to create new planning documents and a rubric for evaluating the documents, and
- 2) Reschedule the September deadline to ensure there is adequate time to implement a new process, while continuing the current process. Do not discard the current process until the new process is ready.

Comments from Council members included

- There is a model with data embedded to make reports easier to run.
- The rubric and training are good parts of the process.
- Is it possible to do two to three years of planning and then update annually?
- The College needs to reflect on PRPs in the second year – an evaluation year – to ensure an ongoing systematic process of Program Review and Planning.
- Three points of contact with PRP – 1) document & training, 2) midyear review of activity, and 3) end of year reflection on progress being made.
- The use of TracDat should be improved.
- How to close gaps of assessment outcomes and the PRP process and resource requests.
- The PRP document needs a non-instructional component for areas such as the Writing Center.
- A suggestion was made to include a classified person from IPC to serve on the workgroup.

- The College needs to look at the data of the disciplines separately because faculty are assigned by academic disciplines.
- There was a suggestion to create a multi-disciplinary form to streamline the process for small departments with multiple disciplines, such as World Languages or Earth, Space, Aviation Sciences.
 - For example, World Languages department was required to complete eight PRPs – one for the department and seven for individual disciplines – and there are so few full-time faculty.
- Data elements in the current PRP document are good.

IPC agreed to support the recommendations of the workgroup. The workgroup will meet in Summer 2013 and bring back recommendations in Fall 2013

VII. Announcements/Other

The Council reviewed and discussed four documents presented at the April 23 Budget Committee meeting:

- Budget Projection spreadsheet
- FY13-14 Budget Assumptions
- FY13-14 Budget Assumptions/Obligations (Estimate-April 2013)
- Community College Update

Discussion points included

- Enrollment – slightly declining enrollment, meeting FTES cap, adding classes, filling seats, etc.
- The College will transition four positions at the Escondido TLC to the General Fund when the Title V/HSI grant funding ends September 30.
- Two matriculation positions must now be funded by the General Fund.
- The College is in deficit spending and is using one-time funds.
- The Governing Board must adopt a tentative budget in June.

The meeting adjourned at 3:10 p.m.

<p style="text-align: center;">Next Meeting</p> <p style="text-align: center;">Last Meeting of Spring 2013</p> <p style="text-align: center;">May 8, 2013</p> <p style="text-align: center;">2:00 – 4:00 p.m.</p> <p style="text-align: center;">AA-140</p>
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Instructional Planning Council
Minutes – Approved 8/28/13
May 8, 2013

MEETING TYPE:	<input checked="" type="checkbox"/>	Staff	Date:	May 8, 2013
	<input type="checkbox"/>	Product/Project	Start Time:	2:00 p.m.
	<input type="checkbox"/>	Special	End Time:	4:00 pm
			Location:	AA-140

Chair: Berta Cuaron
Members Present: Alan Aquallo, Mark Bealo, Richard Borden, Judy Cater, Haydn Davis, Jose Fernandez, Kathy Grove, Byung Kang, Linda Morrow, Norma Miyamoto, Zeb Navarro, Wilma Owens, Shayla Sivert, Mollie Smith
Members Absent: Karen Boguta, Jennifer Gonzalez, Chris Norcross, Dan Sourbeer, Debi Workman
Recorder: Glynda Knighten

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

I. MSC Cater/Fernandez to approve the minutes of April 24, 2013, as presented.

II. Added Agenda Item – IPC Governance Structure

Vice President Cuaron reported on the response from the Strategic Planning Council (SPC) regarding the updated IPC governance structure approved by the Council on March 20, 2013. SPC requested IPC to reconsider the proposed changes, specifically the change to CCE representation from two representatives to one representative on the Council.

After discussion of the SPC request, the Council agreed to keep the proposed changes to the governance structure as presented to SPC. VP Cuaron will take the Council's recommendation back to SPC.

VP Cuaron noted that review of the governance structure will be needed in Fall 2013 in order to consider the additional assigned time for SLOAC coordinators and the change to three SLOAC coordinator positions. Consideration should be given to including one of the SLOAC coordinators as an IPC member because of the direct connection between SLO assessment results and the PRP process.

III. Strategic Plan 2016 Report

The Council reviewed a draft of four over-arching goals of *Strategic Plan 2016*:

- Goal 1: Student Connections, Pathways, Learning, and Success
- Goal 2: Partnerships
- Goal 3: Human Resources
- Goal 4: Facilities and Infrastructure

A suggestion was made to specifically include the concept “relevance and currency of education” in the goals. It was noted that this concept is inherent in all goals.

VP Cuaron will report the Council members’ comments to the work group.

IV. PRP Allocation Recommendations

The Council reviewed 1) spreadsheets with the critical equipment and technology needs identified by departments and 2) spreadsheets from Information Services with the technology replacement plan and lists of computers in the Instruction area.

The Council discussed the PRP requests for critical needs of equipment and technology. Items that will be funded through Information Services were removed, and items less than \$499 were transferred to the 400010 and 500010 requests.

MSC Bealo/Fernandez to approve the requests for critical needs of equipment and technology as discussed and pending confirmation of specific items as noted.

Equipment 600010 – Critical Needs	approved	\$305,421
Technology 600010 – Critical Needs	approved	<u>\$263,733</u>
Total Approved		\$569,154

V. Announcements/Other

VP Cuaron commented that today was Interim Dean Cater’s final IPC meeting and thanked Dean Cater for her many years of service to Palomar College. Dean Cater noted that it has been her privilege to serve on IPC since its inception.

The meeting adjourned at 3:50 p.m.

Next Meeting
Fall 2013
September 4, 2013
2:00 – 4:00 p.m.
AA-140