



## Instructional Planning Council AGENDA

**MEETING TYPE:**

X

**Staff**  
**Product/Project**  
**Special**

**Date:** February 28, 2018  
**Start Time:** 2:30 p.m.  
**End Time:** 4:00 p.m.  
**Location:** AA-140

**Chair:** Dr. Jack S. Kahn

**Members:** Michelle Barton, Mark Bealo, Glyn Bongolan, José Briceño, Sarah DeSimone, Katy Farrell, Marlene Forney, Margie Fritch, Monica Galindo, Kathy Kailikole, Barb Kelber, Michael Large, Pearl Ly, Zeb Navarro, Jim Odom, Nichol Roe, Seth San Juan, Suzanne Sebring, Shayla Sivert, Justin Smiley, Susan Snow and Nicholas Vallone

**Recorder:** Michelle LaVigueur

Agenda Item	Outcome
I. Announcements a. IPC Timeline reminders – Attachment A b. Lunch with Palomar c. March industry event – South Center	Information
II. Comments from Constituencies	Information
III. Approve minutes – February 14, 2018	Action
IV. IPC Membership – Action Item/First Reading (IV.A.3) a. Add Members: i. Instructional Services Office Manager ii. ASG representative (additional)	Action
V. Book Club – Redesigning America’s Community Colleges – Ch. 2	Discussion
VI. VPI Rubric – Attachment B	Information
VII. Accreditation Training (I.C.12)	Information
VIII. Gainful Employment Certificates (I.A.3) – Richard Loucks	Discussion & Plan
IX. Waitlists Workgroup – Update	Information
X. Allocation Workgroup	Information
XI. For Spring 2018 semester: a. PRP Presentation to Campus b. Survey for spring 2018 c. Materials fee process	Discussion
XII. Faculty Hiring (III.A.7) a. Process to hire outside faculty b. Hiring w/in our resources/needs	Discussion
XIII. Standing Reports	Information

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|---|--|
| A. Accreditation<br>B. Enrollment<br>C. 3SP/SE/NC3SP/BSI<br>D. LOC<br>E. SPC<br>F. CTEE<br>G. PD<br>H. ROC update |  |
|---|--|

**Next Meeting**  
**March 14, 2018**  
**AA-140**



## Instructional Planning Council Minutes

**MEETING TYPE:**

X

**Staff**  
**Product/Project**  
**Special**

**Date:** February 14, 2018  
**Start Time:** 2:30 p.m.  
**End Time:** 4:00 p.m.  
**Location:** AA-140

**Chair:** Dr. Jack S. Kahn

**Members Present:** Michelle Barton, Dr. Glyn Bongolan, José Briceño, Sarah DeSimone, Marlene Forney, Monica Galindo, Dr. Barb Kelber, Dr. Pearl Ly, Zeb Navarro, Seth San Juan, Suzanne Sebring, Shayla Sivert, Justin Smiley, Susan Snow and Nicholas Vallone.

**Members Absent:** Mark Bealo, Katy Farrell, Margie Fritch, Dr. Kathryn Kailikole and Jim Odom.

**Guests:** Kelly Falcone, Richard Loucks Connie Moise and Nichol Roe.

**Recorder:** Michelle LaVigueur

Vice President for Instruction, Dr. Jack S. Kahn called the meeting to order at 2:35 p.m.

I. Announcements –

- a. Guided Pathways Self-Assessment Tool draft and plan update (I.B.4) - <https://www2.palomar.edu/pages/instruction/guided-pathways/> (Attachment A) – VPI Kahn reminded the Council that the Guided Pathways plan has been sent out to all the Councils and to Faculty Senate. We have received great feedback and all of the updates can be found at the Guided Pathways website.
- b. March industry event – South Center – VPI Kahn announced that he has been working with connecting faculty to industry around the south center. An event will be held at the Cork and Craft in Rancho Bernardo on March 22, 2018 to support this effort. Michelle Barton suggested we reach out to the Poway Chamber of Commerce to invite them.

II. Comments from Constituencies – Jose Briceño reported that he received lot of feedback around the Resource Allocation requests, mainly from others who wanted to work collaboratively on the form. Unfortunately, this is not possible with the Google forms. Kelly Falcone created a template Google document for the Resource Allocation requests, as a way for people to first work collaboratively before inputting their information into the form.

III. Approve minutes – January 31, 2018  
MSC – (Bongolan/DeSimone): The minutes for January 31, 2018 were approved and accepted into the record with an abstention from Michelle Barton.

IV. IPC Membership Discussion (IV.A.3) – VPI Kahn reported that he sent out a poll regarding membership, but significant feedback was not received. There was discussion on the role of IPC as a planning body and the intent of the planning councils. There was further discussion on planning and implementation occurring in silos at the college and adding additional members from the areas below as an attempt to be more inclusive.

a. Add Members:

i. Instructional Services Office Manager – Tabled.

ii. Classified member (additional) – VPI Kahn reported that CCE is asking for an additional Classified member to serve on IPC. There was discussion on the following:

- Identify the Classified member as someone from Student Services
- Define if this person will be a voting or non-voting member
- Instructional Services faculty and Deans having a majority of the “weight” on this Council

MSC – (Sivert/Sebring): Motion to modify the Classified member to be identified as one from Student Services, appointed by CCE/AFT.

All in favor: 9

Not in favor: 5

Motion carried.

MSC – (DeSimone/Bongolan): Motion to add a Classified member from Student Services, appointed by CCE/AFT.

All in favor: 9

Not in favor: 5

Motion carried.

iii. ASG representative (additional) – Tabled.

b. Service Areas – Recommendation – Tabled.

i. ATRC – to attend in spring 2018

ii. Director, Telecommunications – Grants

iii. Director, IS

V. Book Club – Redesigning America’s Community Colleges – Chapter 1 – The Council discussed Chapter 1 – Redesigning College Programs. Topics discussed were:

- ADTs
- Guided Pathways
- Meta Majors

VI. Resource Allocation Process (I.B.6) – VPI Kahn reported that Department Chairs will be reviewing the Resource Allocation requests prior to the Deans.

a. Review Timeline – (Attachment B)

b. Review form

[https://docs.google.com/forms/d/e/1FAIpQLSeRmfeHLzixe0Cj4oT\\_qL51Mf1ATSujQKmuNubzp6Oc4b7i3A/viewform](https://docs.google.com/forms/d/e/1FAIpQLSeRmfeHLzixe0Cj4oT_qL51Mf1ATSujQKmuNubzp6Oc4b7i3A/viewform)

1. Hardware and infrastructure requests (IS)

2. Instructional technology resources requests (ATRC)

c. Funding Update - \$120,000.00

VII. Accreditation Training (I.C.12) – VPI Kahn reported that there was Accreditation Training today from 12:30 – 2:30 p.m. in AA-140. He advised there may be more trainings in the future.

VIII. Review Faculty Prioritization Timeline – VPI Kahn reviewed the Rational for Full-Time Faculty Positions 2018-19 with the Council, which can be found here: <https://www.tinyurl.com/pal-ft-rationale>

IX. Gainful Employment Certificates (I.A.3) – Richard Loucks reported that we have approximately 35 programs that in aggregate have given out 4 or less certificates between 2012-2016 and we are determining whether these programs should be deactivated. A program review and deactivation memo was sent out to IPC on February 13, 2018. Richard asked that any feedback from departments be sent to him by March 8, 2018 to make the changes before the catalog is sent out. The Instructional Program Deactivation form is to be filled out for programs that are ready to be deactivated now. The form will then go to Curriculum Committee, to Faculty Senate and lastly to the Governing Board.

X. Waitlists Workgroup – Update – VPI Kahn asked that Dr. Kelly Falcone and Dr. Barb Kelber meet one more time before the end of the spring 2018 semester. Seth San Juan reported that there was an error with a wait list in one of his classes and that he informed Enrollment Services of the error.

XI. For Spring 2018 semester:

a. PRP Presentation to Campus – VPI Kahn reported that the faculty at President Blake’s previous institution presented their PRP’s to their campus. He surveyed the Council to see if this was something our faculty would be interested in. There was a suggestion to create a “blast session” or “poster session” with each PRP having a 5-minute limit. There was a general consensus to create the presentation.

b. Survey for spring 2018 – Tabled.

c. Materials fee process – VPI Kahn reported that Richard Loucks is working on improving the material fee form. He added that the material fee approval process goes through the Department Chair and then to the Dean.

XII. FON – Faculty Hiring (III.A.7) –

- a. Process to hire outside faculty – VPI Kahn reported that our current process is set up to hire faculty that are already employed at Palomar College, but not new faculty in new disciplines.
- b. Hiring w/in our resources/needs – Tabled.

XIII. Standing Reports –

- A. Accreditation – Michelle Barton reported that IRP launched the mid-term report writing process. The Annual report is coming up in March 2018. The Accreditation Steering Committee will be asking IPC to consider which Accreditation Standards are related to our Council and to identify any gaps.
- B. Enrollment – VPI Kahn reported that we are currently down .1% under spring 2017.
- C. 3SP/SE/NC3SP/BSI – Dean Sivert reported that the Basic Skills committee will be meeting tomorrow, February 15, 2018. She added that the BSI partnership is administered by Grossmont College.
- D. LOC – Tabled.
- E. SPC – Tabled.
- F. CTEE – Tabled.
- G. PD – Kelly Falcone reported that the PD Portal is back up and running.

The meeting adjourned at 4:02 p.m.

**Next Meeting**  
**February 28, 2018**

**2017-18**  
**Instructional Planning Council**  
**Calendar for Program Review and Planning, Resource Allocation & Staffing Plan**

Fall 2017	Program Review & Planning (New and Updates)	Staffing Plan (projection levels for faculty, classified staff, and administrators)	Faculty Position Requests and Prioritization (IPC Subcommittee process)	Strategic Plan, Action Plan – Goals and Objectives – SPC activity
August 2017				SPC Orientation Finalize <i>Strategic Plan</i> Goals & Objectives  Begin work on Action Plan
September 2017	Identify disciplines to complete Group 2 – 2017-18 Comprehensive PRPs by September 8, 2017  Forms & Data released for PRP work in September 2017	Classified and Administrative staffing for both vacant and newly-proposed positions must be identified and justified in PRP process.	General information of full-time faculty needs should be identified in PRP process.	Finalize <i>Strategic Plan</i> Action Plan  Begin SPPF allocation process
October 2017				
November 2017	<b>Departments</b> submit PRP to Deans for review & input by November 8, 2017  PRPs forwarded to group by November 29, 2017			
December 2017	Groups feedback due by December 13, 2017  VPI reads all PRPs during Holiday Break			

**2017-18**  
**Instructional Planning Council**  
**Calendar for Program Review and Planning, Resource Allocation & Staffing Plan**

Spring 2018	Program Review & Planning (New and Updates)	Staffing Plan (projection levels for faculty, classified staff, and administrators)	Faculty Position Requests and Prioritization (IPC Subcommittee process)	Strategic Plan, Action Plan – Goals and Objectives – SPC activity
January 31, 2018	IPC begins PRP resource allocation process– <a href="https://docs.google.com/forms/d/e/1FAIpQLSeRmfeHLzixe0Cj4oT_qL51Mf1ATSujQKmuNu_bzp6Oc4b7i3A/viewform">https://docs.google.com/forms/d/e/1FAIpQLSeRmfeHLzixe0Cj4oT_qL51Mf1ATSujQKmuNu_bzp6Oc4b7i3A/viewform</a>	Instruction Staffing Plan priorities discussed		
February 14, 2018		HRSPC compiles updated <i>Staffing Plan</i>	IRP posts data for faculty position requests (3 years of data plus most recent Fall semester data)	Progress Report on <i>SP</i> Action Plan
February 28, 2018	Resource allocations due on February 28, 2018			
March 7, 2018			* Departments complete Rationale form(s) <a href="https://docs.google.com/forms/d/e/1FAIpQLSfUmTPLHQQCWx445VvIAI5vXuyh-C30qlp68uYSZ4buh5mC0g/viewform">https://docs.google.com/forms/d/e/1FAIpQLSfUmTPLHQQCWx445VvIAI5vXuyh-C30qlp68uYSZ4buh5mC0g/viewform</a> for Faculty Position Requests and Department Chairs review	
March 14, 2018	Department Chairs review Discipline recommendations	Updated <i>Staffing Plan</i> presented to SPC for review	*Deans give feedback on requests. *Faculty Position Requests posted for IPC Subcommittee review	<b>Strategic Plan, Action Plan - Goals and Objectives – SPC activity</b>
April 1, 2018	Deans prioritize PRP allocations and reallocates where appropriate within Division			
April 11, 2018	IPC evaluates PRP recommendations.		*Electronic voting for faculty requests due *IPC Subcommittee discusses faculty position requests and begins prioritization.	
April 25, 2018	IPC completes evaluation of IPM, RAM and PRP processes		*IPC Subcommittee completes prioritization of Faculty Position requests; IPC reviews and accepts ranking. IPC Subcommittee faculty position priority recommendations for 2019-2020	
May 9, 2018			*IPC Subcommittee position priority recommendations presented to President and SPC as information	Formative Evaluation: Progress on <i>SP</i> Action Plan Formulate <i>SP</i> Goals & Objectives

## VPI PRP Rubric

## General:

The mission: The mission is up to the program of course. It is useful to think about what makes the program unique and make sure that uniqueness is reflected. We would suggest Googling community college, mission statement, (name of discipline) to get ideas from our sister-colleges

**I. In the Program Data & Enrollment section**

1. Enrollment: How many students are you reaching (from the past until now)- *include the actual numbers*
2. Fill rates- What % are your fill rates (from the past until now) *include actual numbers*
3. WSCH/FTEF List WSCH/FTEF (from the past until now) *include actual numbers*
2. Reflect on the data and keep in mind while there are many external forces that affect your program (social norms, fiscal concerns etc.) - **this is a PROGRAM review** – what are the themes that will guide us to think about in terms of goals and improvement (where necessary)?

**II. On Course Success Rates**

1. Overall success rates: Include %, compare to overall success rates, compare across modality (Day, DE) or other relevant factor (Location etc.)
2. Include actual % by various groupings
3. Reflect on this- what is going well, what could improve, think about what kind of help you might need

**III. Institution and program set course success rate standards**

1. If your discipline rates differ from the college standard, please provide rationale why

**IV. Completions**

1. Actually list the number of completions in the awards and if any changes/trends are seen
2. If you have multiple awards, determine if any are being utilized and a plan

**V. LMI**

1. Actually list LMI information/data – *use numbers*

**VI. SLO**

Results: For all three of these areas you must be specific enough so the reader knows what you are discussing



1. What are the SLOS you examined (It doesn't ask for this, but the results don't make sense without it). You don't have to give the actual specific results (though that's ideal) but enough to make the point:
  1. We looked at X and found the clear majority struggle doing this etc.
2. How did you examine them? What actual kind of method did you use?
3. Include both how program SLOS make sense given your awards and reflect on whether they are adequate
4. Be sure to look at this carefully- its asking how you are using this process to improve the programs

DRAFT