



Instructional Planning Council

AGENDA

MEETING TYPE:

X

Staff
Product/Project
Special

Date: April 11, 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	Information
II. Comments from Constituencies	Information
III. Approve minutes – February 28, 2018	Action
IV. Palomar College Website Redesign – Kelly Helming and Chris Norcross (III.C.1 and III.C.2)	Discussion
V. IPC Membership – Attachment B	Information
VI. Resource Requests update & Plan (I.B.9)	Discussion
VII. Book Club – Redesigning America’s Community Colleges – Ch. 3 & 4	Discussion
VIII. Connecting SWF and Perkins to the process	Discussion
IX. Certificates Program Review (I.A.3) – Richard Loucks	Discussion & Plan
X. Waitlists Workgroup – Update	Information
XI. Faculty Position Requests & Prioritization – Subcommittee for Prioritization	Discussion
XII. Faculty Hiring (III.A.7) a. Process to hire outside faculty b. Hiring w/in our resources/needs	Discussion
XIII. Standing Reports A. Accreditation B. Enrollment C. 3SP/SE/NC3SP/BSI D. LOC E. SPC F. CTEE G. PD H. ROC update	Information

Next Meeting
April 25, 2018 in AA-140



Instructional Planning Council

Minutes

MEETING TYPE:	<input checked="" type="checkbox"/>	Staff	Date: February 28, 2018
	<input type="checkbox"/>	Product/Project	Start Time: 2:30 p.m.
	<input type="checkbox"/>	Special	End Time: 4:00 p.m.
			Location: AA-140

Chair: Dr. Jack S. Kahn

Members Present: Dr. Glyn Bongolan, José Briceño, Sarah DeSimone, Katy Farrell, Margie Fritch, Dr. Barb Kelber, Dr. Pearl Ly, Jim Odom, Seth San Juan, Suzanne Sebring, Shayla Sivert, Justin Smiley, Susan Snow, Nicholas Vallone and David Vazquez.

Members Absent: Mark Bealo, Marlene Forney, Monica Galindo, Dr. Kathryn Kailikole and Zeb Navarro.

Guests: Kelly Falcon, Richard Loucks and Connie Moise.

Recorder: Michelle LaVigneur

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

I. Announcements –

- a. IPC Timeline reminders – Attachment A – VPI Kahn reported that the college will be reviewing our Educational Master Plan. A plan update meeting will most likely be scheduled during our next IPC meeting on March 14, 2018. He added that the Resource Allocations are due today, February 28, 2018 and we have approximately \$120,000.00 set aside for them.
- b. Lunch with Palomar – VPI Kahn reported that he met with leaders at SMUSD and discussed working more collaboratively to benefit our current and future students. We will be planning a “Lunch with Palomar” once a month at San Marcos High School and Mission Hills High School. Faculty interested can volunteer to have lunch with faculty and students on alternate Fridays. The purpose is to build relationships and to highlight our academic programs. A sign-up sheet was sent around. He added that Lisa Stout from SMUSD will be coming to Chairs & Directors this Friday, March 3, 2018.
- c. March industry event – South Center – VPI Kahn announced that he has been working with connecting faculty to industry and an event will be held at the Cork and Craft in Rancho Bernardo on March 22, 2018.
- d. Budget Development – VPI Kahn reported that he will be asking the Deans to work with Department Chairs to review any areas within their budgets that have a history of being unspent prior to the budget development process. There was discussion around the budget development procedures.
- e. FT2 Courses – VPI Kahn announced that new spring 2018 FT2 courses are now being marketed.
- f. Educational Master Plan committee – VPI Kahn announced that the Educational Master Plan committee is in need of two IPC faculty members. Dr. Barb Kelber and Dr. Glyn Bongolan volunteered to serve on this committee.

II. Comments from Constituencies –

- a. José Briceño, Faculty from SBS thanked Dr. Kelly Falcone for creating template documents for the Resource Allocation forms and the Faculty Position Requests. He also mentioned that there is not a “No” option on the Resource Allocation form, where it reads, “Will it Impact Technology?”. He added there was also no teaching related Strategic Plan Objectives. Lastly, he received feedback that we continue our Book Club. Suggestions for future readings are: *College: What is Was, Is, and Should Be* by Andrew Delbanco and *Not for Profit: Why Democracy Needs the Humanities* by Martha Nussbaum.
- b. Dr. Barbara Kelber, Faculty from Languages and Literature reported that they are working on coming into compliance with AB 705. She added that the Second Reading of the curriculum for the new course English 50A will go to Curriculum Committee next week. She handed out copies of a draft English Flow Chart. She added that she attended a Dual Enrollment meeting at CSUSM on February 27, 2018 along with Mira Costa College regarding their writing programs, AB 705, multiple measures and dual enrollment.

III. Approve minutes – February 14, 2018

MSC – (Bongolan/Kelber): The minutes for February 14, 2018 were approved and accepted into the record with an abstention from Katy Farrell and Ellen Weller.

- IV. IPC Membership – Action Item/First Reading (IV.A.3) – VPI Kahn requested that we move this item to Second Reading.
MSC – (Bongolan/Kelber) – Motion to move IPC Membership – Action Item/First Reading to Action Item/Second Reading. Motion carried with an abstention from Ellen Weller.
- a. Add Members:
 - i. Instructional Services Office Manager –
All in favor: 14
Not in favor: 2
Abstention: 1
Motion carried.
 - ii. ASG representative (additional) – Nicholas Vallone reported that the ASG is in support of this action item. Dr. Barbara Kelber asked that it be noted that nearly all the faculty members voted no.
All in favor: 10
Not in favor: 6
Abstention: 1
Motion carried.
- V. Book Club – Redesigning America’s Community Colleges – Chapter 2 – Guiding Students - Topics discussed were:
- Orientation and Registration – the purpose of orientation, touching on the 10 components that must be covered and our orientations which are online, face-to-face, through ESL and FYE.
 - Performance-based funding and making the orientation process easier for our students.
 - College success skills classes having a short-term impact on students.
 - Instruction supporting Counseling and understanding the Education Plan.
 - Offering a PD workshop on the 10 components that need to be touched in the Orientation process and the SSSP process.
- VI. VPI Rubric– Attachment B – VPI Kahn asked the Council to review the rubric and bring any suggestions to the next IPC meeting.
- VII. Accreditation Training (I.C.12) – Tabled.
- VIII. Gainful Employment Certificates (I.A.3) – Richard Loucks reported that the letters for the review of the 35 programs went out last week to Department Chairs and Deans with a March 15, 2018 deadline. VPI Kahn reported that the department feedback is crucial. He asked that the Council to review the information. There was a suggestion to change the title of this item to “Certificate Program Review” to better reflect the topic.
- IX. Waitlists Workgroup – Update – Kelly Falcone reported that there is an issue with students enrolling in a class before those on a wait list. If the class starts, there are students on the wait list and someone in the class drops, a new student is able to add the class during the beginning phase of the class when no permission code is needed to add. She advised that we change that setting to reflect that if someone drops, a person on the waitlist can enroll. Dr. Kelly Falcone and Dr. Barbara Kelber will meet with Dr. Magnuson to address this and report back to IPC.
- X. Allocation Workgroup – VPI Kahn reported that he is putting together an Allocation Workgroup that will assist the Schedule Planning team by discussing ways to improve the process and be more collaborative. Dr. Barbara Kelber and Susan Snow volunteered to serve on this workgroup. There was a suggestion to have faculty members from smaller departments be involved.
- XI. For Spring 2018 semester:
- a. PRP Presentation to Campus – VPI Kahn reported that he will be meeting with Dean Sivert regarding this.
 - b. Survey for spring 2018 – VPI Kahn reported that we will be conducting a survey regarding our practices at the end of the spring 2018 semester.
 - c. Materials fee process – Tabled.

- XII. FON – Faculty Hiring (III.A.7) –
- a. Process to hire outside faculty – VPI Kahn recommended that IPC create a process to hire faculty from outside current disciplines. Our current process is set up so that people are advocating for faculty within existing areas. There was a recommendation to provide some rationale and review the policy.
 - b. Hiring w/in our resources/needs
- XIII. Standing Reports –
- A. Accreditation – VPI Kahn reported that we are working on our Mid-Term report and a Substantive Change for the North Center.
 - B. Enrollment – VPI Kahn reported that our enrollment is currently flat.
 - C. 3SP/SE/NC3SP/BSI –
 - o Dean Sivert reported that BSI is holding their second Partners in Learning meeting today, February 28, 2018 with local high schools. There will be one representative from CSUSM and a group of about 35 at the meeting.
 - o Dr. Glyn Bongolan reported that they are restructuring the Workgroups in SSEC and discussing Guided Pathways.
 - D. LOC – Katy Farrell reported that they are working with Najib Manea to link Learning Outcomes into Canvas. They are also working with ACCJC recommendations and reports around student learning course outcomes and objectives. She asked the Council to update information in TracDat.
 - E. SPC – Tabled.
 - F. CTEE – Dean Fritch reported that a Strong Workforce workshop was held on Monday, February 26, 2018 to apply for Perkins funds. Perkins applications are due by March 15, 2018. She also reported on the Regional Oversight Committee (ROC), which reports to SDICCCA. 60% of the funding goes to college-based metrics and 40% goes to the region based on the collective metrics for the region. San Diego Community College District finished their Top Code alignment project and their funding increased from 3.4 to 5.2 million. This brought 1.9 million to 40% of the region. There are three major projects currently underway – marketing, career pathway and work readiness. VPI Kahn reported that Palomar College will be doing the Top Code alignment project as well.
 - G. PD – Dr. Kelly Falcone reported that the Equal Opportunity Hiring Committee Training is this week and there are still spots available.
 - H. CSUSM ADTs – VPI Kahn reported that he will be attending a CSUSM ADT discussion this Friday, March 2, 2018.
 - I. IRP – David Vazquez reported that IRP is currently conducting a CCSSE survey and a separate faculty survey.

The meeting adjourned at 4:10 p.m.

Next Meeting
March 14, 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	Departments 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– https://docs.google.com/forms/d/e/1FAIpQLSeRmfHxLzixe0Cj4oT_qL51Mf1ATSujQKmuNubzp6Oc4b7i3A/viewform	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) https://docs.google.com/forms/d/e/1FAIpQLSfUmTPLHQQCWx445VvIAI5vXuyh-C30qlp68uYSZ4buh5mC0g/viewform 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	Strategic Plan, Action Plan - Goals and Objectives – SPC activity
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



GOVERNANCE STRUCTURE GROUP REQUEST

Request submitted by: Jack S. Kahn, Ph.D.				Date: 03/6/18			
Proposed Name of Requested Group: Instructional Planning Council							
<input checked="" type="checkbox"/>	Council		Committee		Subcommittee		Task Force
Action Requested:			Add		Delete	<input checked="" type="checkbox"/>	Change
<p>Role:</p> <ul style="list-style-type: none"> Develops, implements, evaluates and revises college plans and initiatives relevant to Instruction, both short- and long-term Develops, reviews, updates, and implements the Program Review and Planning (PRP) process for Instruction, including the form and data elements to be used Reviews, summarizes, and provides feedback on PRPs and makes funding recommendations Summarizes and recommends global priorities for Instruction as a result of PRP reviews, including budget allocations, equipment, technology, facilities, and other resources essential to support instruction and the success of students Develops and updates the Staffing Plan for Instruction utilizing PRP and data provided by Human Resource Services Makes recommendations and provides input to the District's Educational Master Plan and the Strategic Plan Implements goals and objectives of the Annual Action Plan as assigned by SPC Makes recommendations on matters relevant to Instruction or the District at the request of SPC Convenes IPC subcommittee to (a) review and update the process [qualitative and quantitative elements and instruments] and timeline for full-time faculty position requests and (b) annually develop and recommend a prioritized list of full-time faculty positions, forwarded to SPC for information <p>Products:</p> <ul style="list-style-type: none"> Program Review and Planning summaries and funding recommendations Recommendations for global needs for Instruction, as determined from PRP analysis Progress reports on assigned Annual Action Plans Annual goals and accomplishments Full-time Faculty Position Priority Recommendations Other products as determined through College planning and operational matters 							
Reporting Relationship: Strategic Planning Council							
Meeting Schedule: Second and Fourth Wednesdays, 2:00 to 4:00 p.m. 2:30 to 4:00 p.m. (or more frequently as needed for special tasks)							
<p>Chair: * Vice President for Instruction</p> <p>Members:</p> <ul style="list-style-type: none"> *Five (5) instructional deans Associate Dean of Workforce Development & Extended Studies *Seven (7) Faculty Members (one each from the five instructional divisions, Library, and Student Services appointed by Faculty Senate) One Apprenticeship Faculty representative appointed by the CTEE Division One Professional Development Coordinator One Instructional Services Office Manager *One Faculty Member who is also on the Faculty Senate appointed by the Faculty Senate *One SLOAC Coordinator One Two Classified Unit Employees (One from Instruction and One from Student Services) appointed by CCE/AFT One Two Students appointed by ASG Director of Occupational and Non-Credit Programs Research Analyst One Confidential and Supervisory Team representative appointed by CAST One Administrator appointed by AA *One Faculty Member appointed by PFF 							

*The Faculty Position Priority Subcommittee membership includes asterisked members plus two (2) faculty appointed by the Faculty Senate.

If change is requested, attach current structure and list proposed changes.

Reviewed by Strategic Planning Council:

9/16/03 First Reading

10/07/03 Approved

03/06/06 Revisions Approved SPC

09/04/13 Revisions Approved by SPC

09/17/13 Revisions Approved by SPC