



Instructional Planning Council AGENDA

MEETING TYPE:

X

Staff
Product/Project
Special

Date: April 25, 2018
Start Time: 3:30 p.m.
End Time: 4:30 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	Information
II. Comments from Constituencies	Information
III. Approve minutes – February 28, 2018	Action
IV. Approve minutes – April 11, 2018	
V. IPC Membership Governance Structure – Attachment A	Discussion
VI. Accreditation Steering Committee – Integrating Accreditation into Councils	Discussion
VII. Resource Requests update & Plan – Attachment B	Discussion
VIII. PRP Balances for FY18 – Attachment C	Information
IX. Faculty Position Requests & Prioritization – Attachment D	Discussion
X. Connecting SWF and Perkins to the process	Discussion
XI. Certificates Program Review (I.A.3) – Richard Loucks – Attachment E	Discussion & Plan
XII. Waitlists Workgroup – Update	Information
XIII. Allocation Workgroup - Update	Information
XIV. Book Club – Redesigning America’s Community Colleges – Ch. 3 & 4	Discussion
XV. For Spring 2018 semester: a. PRP Presentation to Campus b. Survey for spring 2018	Discussion
XVI. Standing Reports A. Accreditation B. Enrollment C. 3SP/SE/NC3SP/BSI D. LOC E. SPC F. CTEE/ROC G. PD	Information

Next Meeting on **May 9, 2018 in H-306**



Instructional Planning Council Minutes

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 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, Dr. Ellen Weller and David Vazquez.

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

Guests: Kelly Falcone, Richard Loucks and Connie Moise.

Recorder: Michelle LaVigueur

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



Instructional Planning Council Minutes

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: Dean Fritch for Dr. Jack S. Kahn

Members Present: Dr. Glyn Bongolan, José Briceño, Sarah DeSimone, Katy Farrell, Marlene Forney, Margie Fritch, Monica Galindo, Dr. Barb Kelber, Dr. Pearl Ly, Zeb Navarro, Jim Odom, Seth San Juan, Suzanne Sebring, Justin Smiley, Susan Snow, Dr. Ellen Weller, Nicholas Vallone and David Vazquez.

Members Absent: Mark Bealo, Dr. Jack S. Kahn, Dr. Kathryn Kailikole and Shayla Sivert.

Guests: Kelly Helming, Dr. Najib Manea and Mike Nagtalon.

Recorder: Michelle LaVigueur

Dean Fritch called the meeting to order at 2:36 p.m. She announced that the first hour of this meeting will be designated for general IPC business and the IPC Sub-Committee will be meeting at 3:30 p.m. to begin the Faculty Prioritization process.

I. Announcements –

- Dr. Barb Kelber announced that the House of Humanities event, which is open to the public will be held on Thursday, May 3, 2018 from 5:30 – 8:30 p.m. in the H building.
- IPC Timeline reminders – Attachment A – Dean Fritch reviewed the IPC timeline.
- Lunch with Palomar – Tabled.
- Dr. Ellen Weller announced there is a free concert every Thursday from 12:30 – 1:20 p.m. at the Howard Brubeck Theater. Tomorrow, April 12, 2018 faculty members from the Weller family band will be playing.

II. Comments from Constituencies – None.

III. Approve minutes – February 28, 2018

MSC – (Farrell/Weller): The minutes for February 28, 2018 were approved and accepted into the record with abstentions from Monica Galindo and Zeb Navarro. Corrections to Guests: spelling - Kelly Falcone. Corrections to Comments from Constituents: change “in” to “is” on the second line. Add Ellen Weller to Members Present.

IV. Palomar College Website Redesign (III.C.1 and III.C.2) – Kelly Helming gave an update on the redesign of the Palomar College website – The Palomar.edu WOW (Wow Our Web) Redesign project which began in 2015. The Web team members are Kelly Helming, Chris Norcross, Margie Adcock, Deanna Shoop and Aaron Holmes. The four phases of the project are Discover, Design, Develop and Deploy. We are currently in the last phase of Deploy which is set to occur in late April, early May 2018 when the new theme will be migrated onto all of the college webpages (approximately 14,000 in total). The Palomar College homepage is unique and the other pages are individual WordPress sites. The new homepage is equipped with more drop-down links, a language translation feature, mobile responsiveness (mobile first; desktop second) and increased accessibility. A survey was written to find out if the design and output goals were met. There were 280 responses received from students, faculty and staff. The results showed that, “The project goals were largely to somewhat achieved; with ease-of-use and translation being the strongest and weakest points, respectively”. A Website Advisory group will be formed in the near future. Additionally, workshops will be offered for website content managers through PD.

V. IPC Membership – Attachment B – Dean Fritch reported that this item went to SPC for 1st Reading on March 20, 2018 and there was discussion around the additional AA positions. It came back for 2nd Reading at SPC on April 3, 2018 and was tabled. It is being brought back today as Information to explain the concerns brought up at SPC and is scheduled for 2nd Reading at SPC on April 17, 2018. There was discussion and concern around the balance of faculty verses non-faculty members on IPC.

- VI. Resource Requests update & Plan (I.B.9) – Dean Fritch reported that Instruction allocated \$120,000 from Lottery and Block Grant funds to cover the resource requests. We received over 100 resource requests totaling over 1 million dollars. The Department Chairs worked with their Deans to share the requests. Then, the Deans met with the VPI to prioritize the requests. Each division's top three requests will be funded, except for CTEE. CTEE will receive funding for their top request. Six areas will be funded under BSI and four requests from Languages & Literature will be funded from AEBG.
- VII. Tentative Perkins Allocation – Dean Fritch reviewed the Tentative Perkins Allocation for 2018-19.
- VIII. Book Club – Redesigning America's Community Colleges – Chapters 3 & 4 – Tabled.
- IX. Connecting SWF and Perkins to the process – Dean Fritch reported that they are working on connecting the Strong Workforce and Perkins processes. Next year, we will know if Strong Workforce and Perkins funds are available before the PRP resource requests process begins.
- X. Certificates Program Review (I.A.3) – Richard Loucks – Dean Fritch handed out the updated At-Risk Certificate Evaluation and Deactivation list.
- XI. Waitlists Workgroup – Update – Tabled.
- XII. FON – Faculty Hiring (III.A.7) – Tabled.
a. Process to hire outside faculty
b. Hiring w/in our resources/needs
- XIII. Standing Reports –
A. Accreditation – Tabled.
B. Enrollment – Tabled.
C. 3SP/SE/NC3SP/BSI – Tabled.
D. LOC – Tabled.
E. SPC – Tabled.
F. CTEE – Dean Fritch reported on the Regional Oversight Committee (ROC), which reports to SDICCCA. The Strong Workforce funding from the state increased from 200 million last year to 240 million this year. On March 29, 2018 the college received notification from the Chancellor's Office that several of our Career Technical Education programs have been named as Strong Workforce Stars because they have outstanding post-college outcomes in employment, earnings gains, and regional living wages. Several programs have earned the Bronze, Silver, and Gold Stars recognition because graduates attained one or more of the following thresholds for economic mobility:
• An increase in earnings by 50% or more
• Attainment of the regional living wage by 70% or more
• 90% or more are employed in a job similar to their field of study
G. PD – Tabled.

The meeting adjourned at 3:30 p.m. to allow the IPC Sub-Committee to meet.

Next Meeting
April 25, 2018



GOVERNANCE STRUCTURE GROUP REQUEST

Request submitted by: Jack S. Kahn, Ph.D.				Date: 03/6/18			
Proposed Name of Requested Group: Instructional Planning Council							
X	Council		Committee		Subcommittee		Task Force
Action Requested:			Add		Delete	X	Change
Role: <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 Products: <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)							
Chair: * Vice President for Instruction Members: <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

Attachment B

Possible other funding source	COMMENTS FROM DEAN	Division	Department Name	Discipline/Service Area:	Last Name, First Name	Priority	Item requested:	Amount of funding requested:	Would you accept partial funding?	Funding	Budget category:	Detailed description of item requested:	Justification:	Strategic Plan 2019 Objective:(19PX)	Is this a technology request?	Will this possibly impact our technology?	Will this possibly impact Facilities?
Prop M	#1 as we build our engineering program with CSUSM	MNHS	PHYSENGR	PHYSENGR	Finkenthal, Daniel	1	Student laboratory equipment	\$26,000.00	Yes	Block Grant	430000: Instructional Supplies & Materials	Laboratory equipment to increase Physics 232 lab size from 12 to 24 students.	Our Physics 232 program is growing as our success rate in pre-req classes has improved. We only have enough lab equipment for 12 students at a time. Course max is 24 students. This Spring we had 30 students enrolled.		No	no	No
Perkins	#2 accreditation requirement for students to have experience to build competencies	MNHS	Nursing Education	Registered Nursing	Robinson, Julia	1	Supplies for campus and simulation labs	\$30,000.00	Yes	Lottery	430000: Instructional Supplies & Materials	Medical supplies required for student practice and skill mastery	To provide high quality education for all students to ensure student success and preparedness.	Objective 2.3: Strengthen and implement strategies to facilitate student completion of basic skills coursework within their first 30 units.	No	no	No
	#3 because we need to run the academy.	MNHS	CSCI		Canon, Terrie	1	Cisco Academy	\$500.00	No	Lottery	525000: Dues and Memberships	Software license to run the Cisco program.	Cisco Academy license is required on a yearly basis to teach the program.	Objective 2.4: Implement user-friendly technology tools that allow students to easily enroll, persist, and complete their studies.	Yes	no	No
								\$56,500.00									
	#1 The GPS Unit (\$2,000) is the most urgent -- the theodolite (\$6,000) can hold on for another year or so.	SB5				2	Replacement survey equipment	\$8,000.00	Yes	Block Grant	430000: Instructional Supplies & Materials	Our survey equipment needs to be replaced to maintain our relevance in archaeology instruction. We specifically need a new GPS unit (\$2,000) and one replacement theodolite (\$6,000). These costs are approximate pending on availability.	In our 2016/2017 Program Review and Planning, we requested funds for our failing survey equipment. This request has carried over into our 2017/2018 PRP. Input from our advisory committee indicates that we need to maintain and upgrade our instructional equipment for our survey class. These are also needed for our accompanying programs in this area, such as our excavation classes. These items are critical for our certificate and program goals, including strengthening cross-departmental programs which would extend STEM opportunities into the Archaeology certificates. Our current theodolite sets are more than fifteen years old. Replacement parts such as batteries are becoming difficult to obtain. Our GPS units are approximately the same age and are no longer supported by the manufacturer. This means there are no firmware updates or software support available. The support software that came with the units was written for Windows 3.1 & 95 and are no longer functional. We have been trying to buy replacement parts for these units pro-actively on Ebay to keep the units operating, but these are becoming both scarce and expensive. We have been working with the Geography department here at Palomar in an effort to integrate portions of the Archaeological and GIS certificate programs to allow for expanded opportunities for our students. Our intention is to eventually have geography students learn how to collect and analyze survey data on archaeological sites, and for archaeological students to learn to apply GIS applications to their data. For this to proceed we need updated equipment that will interface with modern digital platforms.	Objective 2.6: To address opportunity gaps among the college's diverse student body, strengthen existing programs focused on persistence and student success such as FYE, Summer Bridge, Learning Communities, Village Mentoring, and STEM Scholars.	Yes		No
	#2 there is an existing maintenance agreement for WFC equipment already budgeted, replacing equipment makes maintenance agreement less	SB5	Health & Kinesiology		Craft, Lacey	1	Replacement of Exercise Equipment in the WFC	\$14,000.00	Yes	Block Grant	640000: Equipment	1 - Stationary Bike, 1 - Treadmill, 1 - Elliptical	We were guaranteed \$35,000 a year for 5 consecutive years to replace greatly outdated, unsafe and (in some cases) non-operable exercise equipment in the Wellness Center. We have used 3 years of the 5 year cycle so far. This year there was no block grant funding to continue with the 5-year replacement plan. We were able to find \$21,000 to spend on equipment, but need to replace the rest of the equipment this year as planned. The WFC is our highest usage classroom with over 2,200 students enrolled annually in Kine 128, Health labs, and adaptive activity classes that use and rely on the safety of the equipment in the WFC. Students and members put over 80,000 hours/year of usage on each piece of equipment in the facility. We currently serve outside user groups through this classroom and need to maintain the safety and operations of the equipment so we can continue to serve the community and maintain current partnerships, future relationships and facilitate access to our program and college. Historically, this facility has served special needs continuation school programs, police academy, fire academy, local high school students completing high school graduation credits, in addition to our kinesiology and health students, faculty, staff and community members. The high use of the equipment is inevitable and causes natural wear and tear that requires replacement to ensure the quality and safety of the facility and it's users. We have established the 5-year replacement cycle and need to continue to replace the equipment as planned, we are requesting resources to supplement the rest of the block grant money we did not receive this academic year (\$14,000).	Objective 5.3: Strengthen existing relationships (such as STEM scholars and concurrent enrollment) and establish new relationships with local high schools and universities through partnerships and programs that facilitate access and seamless transfer.	No	it may require operational maintenance and support	No
	#3	SB5				2	Subscription to Springshare LibCal	\$1,000.00	Yes	Lottery	640000: Equipment	This product will allow us to provide student access to booking group study rooms for all library locations. The 1 x funding will allow us to test the product before initiating an ongoing expense. We will receive access to: - 10 Individual calendars with unlimited number of events. - 10 My Schedulers, allowing up to 10 staff to configure their available times for booking one-on-one consultation with faculty and students - 10 Spaces making up to 10 rooms available times for online booking by students	This was a new goal on our Service Area PRP per student requests and given the increased options for group study room use in several new facilities. We deem it a sound investment since it will also not burden staff with all the tasks involved in room bookings. This is key at a time when new buildings will create changes to procedures and routines that will impact staff responsibilities. The subscription is for a library electronic resource, processed via the Databases Librarian and outside the responsibility of Information Services.	Objective 2.4: Implement user-friendly technology tools that allow students to easily enroll, persist, and complete their studies.	Yes		No
								\$23,000.00									
requesting one only; will purchase the other out of existing department lottery funds	1	L&L	Speech Communication & ASL	Speech Communication & Forensics	Lowry, Chris	1	Zoom Q2N Handy Video Recorder (Used Like New) (2 cameras)	\$277.96	Yes	Block Grant	430000: Instructional Supplies & Materials	What is it and why do you need it? If this is something in which you have received a detailed quote, please include the details of everything included in the quote. Our current cameras are excellent for recording a single student speaking alone, but fail in environments with background noise, noisy audiences, and multiple speakers with different natural levels of volume. They are also incapable of recording debates for practice and demonstration without capturing static and crosstalk during the performances. The Zoom Q2N is a specialized recording device designed for high quality sound capture as well as video recording. It features directional sound recording, which allows clean recordings with noisy audiences, and in-line level balancing, which fixes problems with speakers with different natural levels of volume. The material generated by this camera is suitable for closed-captioning and sharing as a wider educational resource. It will allow several faculty to work on online lesson projects, and can be used as part of larger online-learning initiatives with other community colleges in competitive debate.	While there is no replacement for quality personnel, the ability to easily capture lecture material will help us to work around the discipline staffing shortage articulated in the 2017 Fall PRP document. It would also ease the process of creating accessible material for our departmental and debate team website.	Objective 2.4: Implement user-friendly technology tools that allow students to easily enroll, persist, and complete their studies.	Maybe		No
	2	L&L	Speech Communications and American Sign Language	ASL/English Interpreting	Smith, Melissa	1	Camera, tripod, memory cards	\$153.15	Maybe	Block Grant	640000: Equipment	WELIKERA Camera Camcorder, Remote Control Handy Camera, IR Night Vision Camcorder, HD 1080P 24MP 16X Digital Zoom Video Camcorder with 3.0" LCD and 270 Degree Rotation Screen, 5 SanDisk 32 GB Memory Cards; and AmazonBasics 50-inch Lightweight Tripod with Bag	Due to the lack of any comprehensive curriculum for teaching interpreters, educators at various institutions are forced to develop media for in- and out-of-class assignments, projects, practice, and exams. One way we have found to create materials is to have students present in sign language and in spoken English on various topics. These presentations range from informal stories about past experiences, to brief descriptions about how to do something, to more formal presentations about research or issues relevant to the Deaf community. These presentations need to be recorded for subsequent classes. At this time, there is no camera available to ASL or interpreting faculty. We use our phones or other personal recording devices to film students.	Objective 2.4: Implement user-friendly technology tools that allow students to easily enroll, persist, and complete their studies.	Yes		No
	3	L&L				2	Lighting for 17 Carrels	\$1,483.25	Yes	Block Grant	640000: Equipment	LED undercabinet light \$59.97 15' electric cord \$10.97 Quick link \$3.28 MDF board \$7.21 Lumber fee .07 10' chain \$6.50	When meeting with architects about the needs for the ASL/Interpreting Lab in the new building, adequate lighting was requested. Assurances were given that students' faces would be clearly visible when students filmed their interpretations. However, the room lights are behind students, casting them in shadows and making it difficult to see their facial expressions and the facial grammar that is integral to ASL. This makes it difficult for instructors to grade, but it makes it even more challenging for students to analyze their own interpretations. In addition, students of color are even darker on film. This puts an undue hardship on these students.	Objective 2.4: Implement user-friendly technology tools that allow students to easily enroll, persist, and complete their studies.	Yes	it may require operational maintenance and support	No
									\$1,914.36								
1		AMBA	Arts	Art	Hudelson, Mark	1	2 sand blasting cabinets	\$9,400.00	Yes	Block Grant	640000: Equipment	Two (2) TP tools and equipment 1436 Pro Restorer Abrasive Blasting Cabinets	The foundry sculpture area is to replace our Failing sand blast cabinet. This is an essential tool utilized by Art 101, 140, 155, 205, 255 & 261 as well as ceramics classes. This is an industry standard for cleaning and finishing of project surfaces for many different material applications. Our current sandblaster has outlived its manageable duty cycle. It no longer removes dust from the atmosphere in side which is a respiratory health issue when removing work from the cabinet, and has lost almost all of its functionality making it a constant source of frustration and wasted time for students and staff. This equipment relates to our SLOs by manifesting the proper relationship of material, process and techniques as the relate to foundry art.	Objective 2.3: Strengthen and implement strategies to facilitate student completion of basic skills coursework within their first 30 units.	No		Maybe
2		AMBA	Media Studies	Cinema	Rose, Candace	1	Funds for streaming videos	\$4,000.00	Yes	Block Grant	430000: Instructional Supplies & Materials	The Cinema department requests funds to lease movies to add to the Palomar library database systems for our online courses so that students do not need to pay to watch the required films in their classes. This addresses the opportunity gaps between our diverse student body, making our courses equitable and accessible for all. In the past, we have used the library's funds to lease films, but these funds are no longer available so we are requesting them through the PRP. A movie streaming lease typically lasts for 3 years and costs between \$250 - \$300 depending upon the database. These funds will allow us to lease approximately 12 - 16 additional movies in 2018 or renew leases already in place.	Our number of DE course offerings have grown from 4 online sections total in the spring of 2016 to 25 online/hybrid sections offered this spring of 2018. By next fall 2018 we anticipate hiring about 5 - 7 new adjunct instructors to accommodate our growth, and we are submitting a request for a new FT faculty hire as well. These additional funds will continue to grow the database offerings through the Palomar Library system and allow our instructors to screen films that are significant to contemporary and historical film movements. These additional streaming movies will also allow students to achieve their Student Learning Outcomes by being able to identify the contributions to film art and industry of major auteurs, film movements, and national cinemas, and to have the skills to analyze film in a variety of areas of filmmaking including, but not limited to, cinematography, editing, and sound design.	Objective 2.6: To address opportunity gaps among the college's diverse student body, strengthen existing programs focused on persistence and student success such as FYE, Summer Bridge, Learning Communities, Village Mentoring, and STEM Scholars.	Maybe		No
3		AMBA		Accounting	Martin, Jackie	1	Quickbooks software	\$1,000.00	Yes	Block Grant	410000: Software	QB 2018 software upgrade	Yearly request for software other than that provided by IS; Goal 3 on PRP.	Objective 2.3: Strengthen and implement strategies to facilitate student completion of	Yes		No
								\$14,400.00									
Perkins	#1	CTEE	Trade & Industry	Diesel Mechanics Technology	Hernandez, Sergio	1	Three Heavy Duty Engine stands	\$25,000.00	Yes	Block Grant	640000: Equipment	Three each OTC1750A 600LB REVOLVER DIESEL ENG STAND	Currently in engine rebuild 2 (DMT 201) We have 2 engine stands and 5 engines. We need these 3 stands so that all students receive the same experience, block of instruction and this also provide very safe disassembly and assembly platform of the engines for the students.	Objective 2.3: Strengthen and implement strategies to facilitate student completion of basic skills coursework within their first 30 units.	No		Yes
								\$25,000.00									
Grand Total:								\$120,814.36									
Lottery								\$31,500.00									
Block Grant								\$89,314.36									

Possible other funding source	COMMENTS FROM DEAN	Division	Department Name	Last Name, First Name	Priority	Item requested:	Amount of funding requested:	Would you accept partial funding?	Budget category:	Detailed description of item requested:	Justification:	Strategic Plan 2019 Objective	Is this a technology request?	Will this possibly impact our technology infrastructure in any of the following ways?	Will this possibly impact Facilities?
AEBG	not ranked	L&L	ESL	Sosa, Gary	4	Two ESL Retreats - Fall 2018/Spring 2019	\$2,500.00	Yes	575000: Travel and Conferences	The two retreats would allow time for faculty to discuss on-going and future projects regarding our credit and non-credit programs, CTE collaborations and CASAS testing.	The successful completion of the goals found below can be accelerated through working retreats where faculty can actively sit down together, collaborate and create: An increased number of students who transition from CTESL courses into the career-focused courses those CTESL courses are preparing them for - and - Create CDCP certificates in our noncredit program. Possibilities include an ESL Conversation Certificate, ESL Computer Certificate, ESL Pronunciation Certificate and ESL Grammar Certificate - and - Increase enrollment in our credit courses	Objective 2.3: Strengthen and implement strategies to facilitate student completion of basic skills coursework within their first 30 units.	No		No
AEBG	not ranked	L&L	ESL	Sosa, Gary	5	6,000 postcards for a a Targeted Mailing Campaign in San Marcos, Escondido, Fallbrook	\$3,000.00	Yes	440000: Non-Instructional Supplies & Materials	We would like to have specially designed bilingual 6 x 5 post cards printed and mailed to targeted neighborhoods in San Marcos, Escondido, and Fallbrook. A targeted mailing campaign will allow the department to reach potential ESL students who would typically not look through a college schedule looking for ESL classes, especially those who live in mobile home parks and gated apartment complexes. The company we have worked with before, Vistprint, has given us a verbal quote of \$.50 per postcard, and postage and mailing.	One of our goals is to increase enrollments in our various noncredit ESL programs. The wave of the future in California community colleges is the development of noncredit classes and programs. With AEBG and WIOA funding an increase in noncredit student enrollment would not only help strengthen the department but the college as well.	Objective 2.1: Identify and implement targeted recruitment strategies for college programs.	No		No
AEBG	not ranked	L&L	ESL	Sosa, Gary	6	Advertising ESL Classes using Peachjar.com	\$600.00	Yes	440000: Non-Instructional Supplies & Materials	We would like to send electronic bilingual flyers through Peachjar.com, the online service that K-12 school districts use in North County, to parents of students in our local school districts. in some elementary schools, non-native speaking students make up over 80% of the student body. The cost is \$25@ per school per flyer. We would like to send out flyers three times during the academic year: \$25 x 8 x 3 times + \$600	Informing the parents of non-native speaking children about low-cost opportunities to learn English in the community would be a great way to achieve our goals of: Increase student enrollment and build community relationships	Objective 2.1: Identify and implement targeted recruitment strategies for college programs.	No		No
AEBG	not ranked	L&L	ESL	Sosa, Gary	7	ESL promotional items – pens, pencils, post-its, etc.	\$2,000.00	Yes	440000: Non-Instructional Supplies & Materials	We would like purchase promotional items with the Palomar logo and ESL department information to give out at on and off-campus public events as a way to promote the ESL program. Mi California Printing has quoted \$.45 a pen per 1000, \$.19 a pencil per 1000, \$.40 a post-it per 1000 and \$.85 a ruler per 1000	Our main justification is to: Increase student enrollment and build community relationships	Objective 2.1: Identify and implement targeted recruitment strategies for college programs.	No		No

BSI	not ranked	Funding for short-term employees
once GF are spent, BSI will cover this need	not ranked	Funding for short-term ESL Tutors
spend out GF for supplies; BSI can pick up beyond that to \$1500	not ranked	Instructional supplies and materials for: ESL Tutoring, Evening SM, Multisite
In order not to supplant, we need to make sure that we spend out the same amount of GF for 1819 that we have spent in previous years. Once that is done, I will cover this balance of \$17,500 with BSI funds.	not ranked	Tutoring Funds
Covered with BSI.	not ranked	Headsets for lab computers and lap tops
Will work with department to cover what lottery funds cannot with BSI.	not ranked	Reading Horizons Elevate On-line Software Program
BSI	not ranked	Paperback novels to supplement the existing Reading Lab library

Ledger Group	Account	Fund	Dept	Program	Class	Project	Budget Period	Budget	Expense	Encumbrance	Pre-Encumbrance	Available Budget	Percent Available
PROJ_GRT	400010	12	317100	61200	19P24	1612025	2018	7,900.000	7,295.710	0.000	0.000	604.290	7.65
PROJ_GRT	400010	12	322200	10020	19P23	1612025	2018	24,918.000	21,547.410	0.000	0.000	3,370.590	13.53
PROJ_GRT	400010	12	326200	11070	19P24	1612025	2018	5,000.000	0.000	0.000	5,000.000	0.000	0
PROJ_GRT	400010	12	326500	11040	19P24	1612025	2018	5,000.000	0.000	0.000	5,000.000	0.000	0
PROJ_GRT	400010	12	326900	11050	19P24	1612025	2018	5,000.000	0.000	0.000	5,000.000	0.000	0
PROJ_GRT	400010	12	326920	11120	19P24	1612025	2018	5,000.000	0.000	0.000	5,000.000	0.000	0
PROJ_GRT	400010	12	327100	10080	19P23	1612025	2018	500.000	500.000	0.000	0.000	0.000	0
PROJ_GRT	400010	12	327100	10040	19P52	1612025	2018	10,000.000	2,474.020	0.000	0.000	7,525.980	75.26
PROJ_GRT	400010	12	328200	4930R	19P24	1612025	2018	3,502.000	0.000	2,100.000	0.000	1,402.000	40.03
PROJ_GRT	400010	12	335600	02010	19P24	1612025	2018	2,000.000	0.000	0.000	0.000	2,000.000	100
PROJ_GRT	400010	12	336200	21050	19P23	1612025	2018	3,850.000	914.980	2,152.130	0.000	782.890	20.33
PROJ_GRT	400010	12	338200	09480	19P23	1612025	2018	10,000.000	3,962.540	0.000	0.000	6,037.460	60.37
PROJ_GRT	400010	12	338300	09520	19P23	1612025	2018	10,000.000	9,698.930	29.380	0.000	271.690	2.72
PROJ_GRT	400010	12	342200	19050	19P23	1612025	2018	47,706.000	43,147.630	340.900	-4,016.370	8,233.840	17.26
PROJ_GRT	400010	12	342200	19050	19P24	1612025	2018	8,640.000	8,627.350	0.000	0.000	12.650	0.15
PROJ_GRT	400010	12	344200	12400	19P23	1612025	2018	644.000	0.000	0.000	0.000	644.000	100
PROJ_GRT	400010	12	345400	19010	19P23	1612025	2018	200.000	0.000	0.000	0.000	200.000	100
PROJ_GRT	400010	12	345500	22060	19P23	1612025	2018	11,155.000	0.000	0.000	0.000	11,155.000	100
PROJ_GRT	400010	12	346200	04010	19P23	1612025	2018	3,000.000	1,508.390	0.000	0.000	1,491.610	49.72
PROJ_GRT	400010	12	346200	04030	19P23	1612025	2018	4,278.000	0.000	0.000	0.000	4,278.000	100
PROJ_GRT	400010	12	346200	04100	19P23	1612025	2018	6,186.000	0.000	0.000	0.000	6,186.000	100
PROJ_GRT	400010	12	346200	04010	19P51	1612025	2018	0.000	0.000	0.000	0.000	0.000	0
PROJ_GRT	400010	12	346200	04100	19P51	1612025	2018	8,972.000	7,860.670	279.290	0.000	832.040	9.27
PROJ_GRT	400010	12	346500	04010	19P23	1612025	2018	0.000	0.000	0.000	0.000	0.000	0
PROJ_GRT	400010	12	346700	04100	19P23	1612025	2018	0.000	0.000	0.000	0.000	0.000	0
PROJ_GRT	400010	12	347200	17010	36P11	1612025	2018	9,277.000	9,276.660	0.000	0.000	0.340	0
PROJ_GRT	400010	12	349200	09010	19P23	1612025	2018	500.000	91.200	0.000	0.000	408.800	81.76
PROJ_GRT	400010	12	349300	19010	19P23	1612025	2018	2,050.000	397.030	0.000	0.000	1,652.970	80.63
PROJ_GRT	400010	12	349400	19020	19P23	1612025	2018	1,901.000	626.600	0.000	0.000	1,274.400	67.04

PROJ_GRT	400010	12	357100	05020	19P22	1612025	2018	800.000	800.000	0.000	0.000	0.000	0
PROJ_GRT	400010	12	358100	07070	36P52	1612025	2018	0.000	0.000	0.000	0.000	0.000	0
PROJ_GRT	400010	12	359100	06020	19P24	1612025	2018	4,400.000	2,211.670	0.000	0.000	2,188.330	49.73
PROJ_GRT	400010	12	359100	06100	19P24	1612025	2018	2,500.000	0.000	0.000	0.000	2,500.000	100
PROJ_GRT	400010	12	362200	22010	19P21	1612025	2018	1,000.000	19.510	0.000	0.000	980.490	98.05
PROJ_GRT	400010	12	363200	22020	19P52	1612025	2018	8,769.000	7,467.370	0.000	1,301.620	0.010	0
PROJ_GRT	400010	12	363700	22080	19P22	1612025	2018	263.000	0.000	0.000	0.000	263.000	100
PROJ_GRT	400010	12	523100	68100	19P21	1612025	2018	0.000	0.000	0.000	0.000	0.000	0
PROJ_GRT	400010	12	523100	68100	19P53	1612025	2018	0.000	0.000	0.000	0.000	0.000	0
PROJ_GRT	500010	12	327100	10040	36P52	1612025	2018	1,850.000	0.000	1,850.000	0.000	0.000	0
PROJ_GRT	500010	12	328200	4930R	19P24	1612025	2018	2,498.000	0.000	0.000	0.000	2,498.000	100
PROJ_GRT	500010	12	342200	19050	19P23	1612025	2018	0.000	0.000	0.000	0.000	0.000	0
PROJ_GRT	500010	12	344200	12400	19P23	1612025	2018	2,536.000	669.850	1,830.150	0.000	36.000	1.42
PROJ_GRT	500010	12	346200	04010	19P23	1612025	2018	0.000	0.000	0.000	0.000	0.000	0
PROJ_GRT	500010	12	347200	17010	36P11	1612025	2018	1,842.000	0.000	0.000	0.000	1,842.000	100
PROJ_GRT	500010	12	348200	12300	19P23	1612025	2018	1,500.000	800.000	0.000	0.000	700.000	46.67
PROJ_GRT	500010	12	349200	09010	19P23	1612025	2018	0.000	0.000	0.000	0.000	0.000	0
PROJ_GRT	600010	12	317100	61200	19P24	1612025	2018	18,000.000	17,257.490	0.000	0.000	742.510	4.13

Faculty Prioritization Ranked Results
FY 2018-19

Attachment D

TOTAL Top Twenty

Total

Top Ten

121	Fire
110	Chicano Studies
110	Nursing
61	ESL
57	Coop workforce
53	Art History
51	Photo
39	Cinema Studies
38	Computer Science
34	Chemistry
31	Math
31	Psych 1
28	KINE
26	EME (Sim)
18	DBA Radio
17	Speech Communication
12	English
10	SOC
8	Accounting
8	Business (Gen Bus/Bus MGMT)
6	French
5	Speech Team/ ASL
4	Anthropology
2	Interior Design
0	Business (Entrepreneurship)
0	Math
0	Psych 2

	Fire
1	Chicano Studies
	Nursing
2	ESL
3	Coop workforce
4	Art History
5	Photo
6	Cinema Studies
7	Computer Science
8	Chemistry
9	Math
10	Psych 1
	Accounting
	Anthropology
	Business (Entrepreneurship)
	Business (Gen Bus/Bus MGMT)
	EME (Sim)
	English
	French
	Interior Design
	KINE
	Math
	Math
	Psych 1
	Psych 2
	DBA Radio
	SOC
	Speech Communication
	Speech Team/ ASL

Faculty Prioritization - Frequency Ranking FY 2018-19

Disipline	RANK	1	2	3	4	5	6	7	8	9	10	Total
Chicano Studies	3	1	4	1	3	1	2				1	16
Fire Tech	6	2	3	1	2				0	0	0	14
Nursing Medical Surgical	4	4	2	1		1			2			14
ESL				2	1	3	2		3		1	12
Photograsy			1	2	2			1		3	2	11
Art History			3		2			2		1	2	10
Computer Science					1	1	2	2	1	1	2	10
Coop Work			2	1	2	1		2	1			9
Psychology			1			1			4	2		8
Speech/ASL							1		3	2	2	8
Chemistry			1			1	1	3		1		7
Cinema Studies	1	1		1	1	1				1		6
Kinesiology					1	1	2	1			1	6
Math	1						4				1	6
EME (SIM)					3				1	1		5
Radio Broadcast						1	1	1	1			4
Accounting						1					2	3
Sociology				1							2	3
English	1									1		2
French/Spanish								1		1		2
Anthro								1				1
Business (General Bus and Bus Mgmt.)				1								1
Interior Design										1		1
Speech/Comm										1		1
Bio									0	0	0	0

Instructional Planning Council
At-Risk Certificate Evaluation and Deactivation
Spring 2018

Attachment E

Status Summary 04/16/2018

Certificate Descr	Status	CA/CP
Adult Fitness and Health	Keep	CA
Astronomy		CA
Biology: General	Keep (paperwork/signatures)	CA
Biology: Preprofessional	Keep (paperwork/signatures)	CA
Broadcast Journalism	Keep	CP
Carving Technology	Deactivate	CA
Chemistry	Deactivate (paperwork/signatures)	CA
Child and Family Services	Keep	CA
Dance: World	Keep	CA
Digital Anim, Composite, Music	Deactivate	CP
Digital Prepress Operator	Deactivate	CP
Drafting Technology:Multimedia	Deactivate	CA
E-Commerce Design	Deactivate	CP
Electro-Mechanical Draft/Desgn	Keep	CA
Electronic Publisher	Deactivate	CP
Entertainment Technology	Deactivate	CA
Family and Consumer Sci: Gen	Deactivate	CA
Fashion Design	Keep	CA
Fashion Merch: Entry-Level	Keep	CA
Fashion: Buying and Mgmt	Keep	CA
Fine Art Photography		CP
Fire Technology	Deactivate	CA
Infant/Toddler Teacher	Keep	CA
Interactive Web MMedia/Audio	Deactivate	CA
International Business	Keep	CA
Outdoor Leadership	Deactivate	CA
Public Relations		CP
Public Works Management	Deactivate	CA
Public Works Mgmt: Level I	Deactivate	CA
Public Works Mgmt: Level II	Keep	CA
School Age Assistant	Keep	CP
Screen Printing	Keep	CA
Web Data Base Design	Deactivate	CP
Web Dev: Windows	Deactivate (paperwork/signatures)	CP
Web Developer:Java/Open Source	Deactivate (paperwork/signatures)	CP

Activity

Deactivate	20
Deactivate (pending)	4
Keep	13
Keep (pending)	2
No response	3

Spontaneous Program Deactivations:

AS Astronomy

AA Recreation Agency

AS/CA Construction inspection

AS Chemistry (paperwork/signatures)

CA Graphics Communication: Emphasis Mgmt

CA Graphics Communications: Emphasis Production