Instructional Planning Council
AGENDA

PALOMAR COLLEGE
Learning for Success

MEETING TYPE:			Date:	October 24, 2018
	X	**Staff**	**Start Time:**	2:30 p.m.
		Product/Project	**End Time:**	3:00 p.m.
		Special	**Location:**	AA-140

Chair: Dr. Jack S. Kahn

Members: Richard Albistegui-Dubois, Michelle Barton, Mark Bealo, Glyn Bongolan, Sarah DeSimone, Kelly Donaghy, Kelly Falcone, Katy Farrell, Marlene Forney, Margie Fritch, Barb Kelber, Michael Large, Pearl Ly, Zeb Navarro, Jim Odom, Nichol Roe, Seth San Juan, Suzanne Sebring, Shayla Sivert, Justin Smiley, Angela Smith, Susan Snow and Ellen Weller.

Recorder: Michelle LaVigueur

	Agenda Item	Outcome
I.	Announcements a. IPC Timeline reminders	Information
II.	Comments from Constituencies	Information
III.	Approve minutes – October 10, 2018	Action
IV.	Certificate and Degree Review (II.A.1)	Information
V.	New Program – Cybersecurity –David Meske – Attachment A	Discussion
VI.	New Programs – List of Standard Questions – Attachment B	Discussion
VII.	Presenting Program Reviews	Discussion
VIII.	SPPF IPC Funds – FY 2018-19 in the amount of $41,884 (0811909) a. District-wide study of lab hours and student hourly – Dr. Weller	Discussion

IX.	Review ALL Forms (I.A.4)
	     a. Improving Forms
	     b. Non-Instructional form (ours and new one) and new process
		Discussion

X.	Waitlists Workgroup – Review	Information
XI.	Scheduling Improvement – Workgroup Update (II.A.6)	Information
XII.	Faculty Hiring Process – Proactive work update (III.A.2)	Discussion

XIII.	Standing Reports
	     A. AB 705
	     B. Accreditation
	     C. Enrollment
	     D. Guided Pathways (II.C.6)
	     E. LOC & Curriculum
	     F. Student Equity and Achievement program (SEA)
	     G. SPC
	     H. CTEE
	     I. PD
	     J. ROC update
		Information

Next Meeting
November 14, 2018
AA-140

PALOMAR COLLEGE
Learning for Success

| | | Instructional Planning Council |
| | | Minutes |

MEETING TYPE:	X	**Staff**	**Date:**	October 10, 2018
		Product/Project	**Start Time:**	2:30 p.m.
		Special	**End Time:**	4:00 p.m.
			Location:	AA-140

Chair:	Dr. Jack S. Kahn
Members Present:	Dr. Richard Albistegui-Dubois, Dr. Glyn Bongolan, Kelly Donaghy, Dr. Kelly Falcone, Katy Farrell, Marlene Forney, Dr. Barb Kelber, Dr. Pearl Ly, Seth San Juan, Shayla Sivert, Justin Smiley, Angela Smith, Susan Snow and Dr. Ellen Weller.
Members Absent:	Michelle Barton, Mark Bealo, Sarah DeSimone, Margie Fritch, Zeb Navarro, Jim Odom and Suzanne Sebring.
Guests:	Dr. Kendyl Magnuson, Jackie Martin, Lakshmi Paranthaman and Marti Snyder.
Recorder:	Michelle LaVigueur

VPI Kahn called the meeting to order at 2:32 p.m.

I. Announcements –
    a. IPC Timeline reminders – VPI Kahn announced that the faculty prioritization request data for the additional 2019-20 hires are ready for the IPC Sub-Committee to vote on. IPC will be meet from 2:30 – 3:00 p.m. on October 24, 2018 to allow the IPC Hiring Sub-Committee to meet that day from 3:00 – 4:00 p.m. He reminded those who are on the sub-committee to please have their votes in by October 16th at 9:00 a.m.

II. Comments from Constituencies – None.

III. Approve minutes – September 26, 2018
    MSC – (Kelber/Bongolan): The minutes for September 26, 2018 were approved and accepted into the record.

IV. Certificate and Degree Review (II.A.1) – Tabled.

V. New Program – VPI Kahn reminded the Council that IPC ultimately reviews any new programs and we are discussing an official process of review today (IPC or sub-committee review). He asked that the Council review Jackie Martin and Lakshmi Paranthaman's proposal of adding TMC Law, Public and Society AA-T under the discipline Legal Studies with a focus on costs, room for the program and regional needs. Jackie Martin reported that this program was finalized at the state level in 2016. This interdisciplinary transfer degree provides the preparatory skills and knowledge for a variety of majors related to careers in law, public policy and public administration. She added that this program also incorporates the 7 Required Course Pattern from Pathways to Law School. Lakshmi Paranthaman reported that there is a programming component, mentoring component and an L-SAT component. She advised that it also reaches down to the high school level and could possibly include dual or concurrent enrollment. She added that there are other community colleges participating and SDSU is already interested which will give our students priority. There was a vote to approve this program and the majority voted yes, with two no votes.

VI. SPPF IPC Funds – FY 2018-19 in the amount of $57,084 (0811909)
    a. Teaching Center for Excellence SPPF funds - needs $11,500 (0811857)
    b. Team Work Assessment SPPF funds - needs $2,500 (0811859)
    VPI Kahn reported that a portion of the SPPF funds for the Teaching Center for Excellence and the Team Work Assessment were spent during the time frame allocated, but there is still work to be completed on the Teaching Center for Excellence that would be finished by spring 2019. Marti Snyder added that $3,700 was actually needed on the Team Work Assessment to pay for work faculty had completed over summer 2018. There was discussion around approving these requests as is, further discussing other projects we would like to complete before approving

these requests and using Guided Pathways funds to pay for the Teaching Center for Excellence and only approving the Team Work Assessment request.

MSC – (Kelber/Weller): A motion was made to approve $11,500 to support the Teaching Center for Excellence SPPF request (0811857) and $3,700 to support the Team Work Assessment SPPF request (0811859) for a total of $15,200 from IPC's current year SPPF funds of $57,084 (0811909), leaving a balance of $41,884 that the Council will discuss how to allocate.
Motion carried with one no vote and one abstention.

VII.   <u>Review ALL Forms (I.A.4)</u>
       a.   <u>Improving Forms</u> - VPI Kahn reported that he has been meeting with faculty and Deans to improve the PRP forms for next year.
       b.   <u>Non-Instructional form (ours and new one) and new process</u> – Tabled.

VIII.   <u>New Programs: Committee or Subcommittee vote</u> – VPI Kahn reported that the new program we reviewed and voted on today was one method of vetting new programs through the Council. He added that another option would be to develop a sub-committee and have them report out to IPC on any new programs. There was a suggestion for IPC to develop a list of standard questions to ask those who are proposing a new program. There was discussion around IPC reviewing new programs as a group and revisiting a sub-committee idea at a later date. There was also discussion around stackable certificates and whether they would be considered "new programs".

MSC - (Snow/Farrell): A motion was made that all new programs as defined by CurricUNET and the Chancellor's Office (including stackable certificates) and proposed through the program activation process will to come to IPC for discussion.
Motion carried.

IX.   <u>Waitlists Workgroup – Review</u> – Dr. Kendyl Magnuson reported that he met with Dr. Kelly Falcone and Dr. Barb Kelber last week to discuss ideas around waitlists. He added that Student Services hired consultants that have helped them to research and learn more about PeopleSoft capabilities. They are looking at a new process that would include every class having a waitlist. In this process, the waitlist would run with auto-enroll up to a point (i.e.2 days) before the class starts.   At that point, we would re-confirm via email and in eServices with the student that they would still like to stay on the waitlist. Their confirmation or non-confirmation would show up on the waitlist. If they do not re-confirm, they will not have the option to be moved to enrollment. Faculty will not be enrolling the students, but will only be allowing them to move to the enrollment process via waitlists by re-confirming; an auto-enroll from the waitlist. Faculty will also have the option of clearing out students who are not re-confirmed on the waitlist during the first day of class, allowing students who may be crashing a class to enroll. VPI Kahn asked that the workgroup create a draft of this possible new waitlist procedure to vet through the Council and Faculty Senate. Dr. Kelly Falcone advised that there is a draft already in progress and she will send it out to the Council.

X.   <u>Scheduling Improvement - Workgroup Review (II.A.6)</u> – Tabled.

XI.   <u>Faculty Hiring Process – Proactive work update</u> – Tabled.

XII.   <u>Standing Reports</u> – Tabled.
       a.   <u>AB 705</u> –
       b.   <u>Accreditation</u> –
       c.   <u>Enrollment</u> –
       d.   <u>Guided Pathways (II.C.6)</u>
       e.   <u>LOC & Curriculum</u>
       f.   <u>Student Equity and Achievement program (SEA)</u> –
       g.   <u>SPC</u> –
       h.   <u>CTEE</u> –
       i.   <u>PD</u> –
       j.   <u>ROC update</u> –

The meeting adjourned at 4:02 p.m.
<u>Next Meeting:</u> October 24, 2018

New Programs – List of Standard Questions

1. What are the costs for the program?
2. Will we be adding courses? How efficient are your current programs?
3. Do you have any programs currently with low completion rates? What is your plan to deal with those?
4. Does Palomar College have room for the program?
5. Is there a regional need for this program?
6. Does the program need regional approval?
7. Can the program be completed in 30 units?
8. Who is responsible for the Learning Outcomes?
9. Is this a CTEE program?
    a. Career data must be provided (in advance)- consistent with PRP
10. What is the impact of the course load on Financial Aid?
11. What kind of support is needed (tutoring, counseling, etc.).
12. Do we have full-time faculty who will champion this program?

New Instructional Program Proposal

Phase 1 - Planning

Discipline: CSIT   **Title:**   A.S. Cybersecurity

Award Type: [✓] AA/AS Degree   [ ] AA-T/AS-T   [ ] Cert. of Achieve (18+)   [ ] Cert. of Achieve. (12-17)   [ ] Cert. of Prof.   [ ] Cert. of Comp.

Program Goal: [ ] Transfer Only   [ ] CTE/Transfer   [✓] Career Tech. Only   [ ] Other (Local Need)   [ ] Community Ed.

T.O.P Code (CB03)   Click for TOP Codes   **T.O.P. Code**   0701.00

SAM Code (CB09)   [ ] E=Non-Occupational   [ ] D=Possible Occupational   [ ] C=Occupational   [ ] B=Advance Occupational   [ ] A=Apprenticeship

Justification/ Evidence of Need
According to various industry research as well as the labor market information provided by the EDD, there is a labor market need for 10,100 positions in this field. According to Cyberseek.org, there are over 4,000 open [+]

How does this program meet the mission of the district?
Click for Palomar College Mission
The Cybersecurity degree program will prepare students for an enriching career in the cybersecurity field providing the skills necessary to be engaging in the 21st century

Description:
This program prepares students for a career in cybersecurity as a Cybersecurity Analyst. The program emphasizes competency in computer, network and application security for ensuring the security, confidentiality, integrity and [+]

Courses (List courses):	**Existing:**	CSNT 110, CSNT 111, CSIT 125, CSNT 181, CSCI 130, CSWB 180, CSNT 280	**New:**	CSNT 250, CSNT 255

Faculty:	**Existing:** 1	**New (FTEF):** 0	**Special Minimum Quals:** N/A	
Staff	**Existing:** 0	**New (FTE):** 0	**Titles:** N/A	
Enrollment:	**Expected:** 35+	**FTES:** 35+		
Overlap (District):	**Departments:** N/A			

Outcome of Overlap Discussion: N/A

Similar Programs in our Area:	A.S. Cybersecurity	**Colleges where overlap may exist:**	Mira Costa CC	**Program Name:**	A.S.

Requirements: **Classroom:** [✓] Lecture   [✓] Lab   **Space:** Standard CSIT classroom

IT   **Computers Macs/PCs** PC   Software   **Other Equipment** [ ] Yes [✓] No

Outside Accreditation: N/A   **Licensure:** N/A   **CTE Regional Approval:** [ ] Yes [ ] No

Is this a General Education Program? (51% or more courses transfer)   [ ] Yes   [✓] No   **Is this a Transfer Program?** [ ] Yes [✓] No

Funding: **General Fund:** _____   **Grant (Name):** N/A   **Length of Grant:** N/A

Resources: **Startup Costs:** _____   **Ongoing:** _____   **Service/Maintenance Agreements:** _____

Post Grant Funding Plans:

Phase 2 - Validity, Cost, Mission

Comments required (*Indicate support or potential problems/recommendations. Overlap should be considered.*)

Faculty (Originator)	Fully support program
Dept. Chair	Department Chair (CSIT) fully supports bringing the Cybersecurity degree program
Articulation Officer	
Dean	This sounds like a good idea to me!
Instruct. Svcs. Rep	

Overlap: [ ] Yes [✓] No

Recommendation: [✓] Move to IPC   [ ] Return   [ ] Not Viable at this Time

Phase 3 - Instructional Planning Council

The program addresses the District's global instructional and enrollment management needs: [ ] Yes [ ] No

The District has the resources to initiate and sustain the program: [ ] Yes [ ] No

Outside Funding and/or Institutionalization of Program's Budget into General Fund (Sustainability)

Feedback/Comments

Recommendation: [ ] Build in Curricunet   [ ] Return   **Reason**

Phase 4 - Curricunet Input and Pre–Launch

Curricunet --->Regional Dean Consortium (CTE only) —>Curriculum Committee --->Faculty Senate --->Governing Board --->Chancellor's Office