



## Instructional Planning Council AGENDA

**MEETING TYPE:**

X

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

**Date:** November 14, 2018  
**Start Time:** 2:30 p.m.  
**End Time:** 4:00 p.m.  
**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 24, 2018	Action
IV. Certificate and Degree Review (II.A.1)	Information
V. New Programs – List of Standard Questions – Attachment A	Discussion
VI. Presenting Program Reviews	Discussion
VII. CCSSE Results – Michelle Barton	Information
VIII. SPPF IPC Funds – FY 2018-19 in the amount of \$41,884 (0811909) a. District-wide study of lab hours and study 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 – Update	Information
XI. Scheduling Improvement – Workgroup Update (II.A.6)	Information
XII. <u>Standing Reports</u> 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 28, 2018**  
**AA-140**



## Instructional Planning Council Minutes

**MEETING TYPE:**

X

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

**Date:** October 24, 2018  
**Start Time:** 2:30 p.m.  
**End Time:** 3:00 p.m.  
**Location:** AA-140

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

**Members Present:** Dr. Richard Albistegui-Dubois, Michelle Barton, Dr. Glyn Bongolan, Sarah DeSimone, Kelly Donaghy, Kelly Falcone, Katy Farrell, Jenny Fererro, Marlene Forney, Margie Fritch, Dr. Barb Kelber, Dr. Pearl Ly, Zeb Navarro, Jim Odom, Suzanne Sebring, Shayla Sivert, Justin Smiley, Susan Snow and Dr. Ellen Weller.

**Members Absent:** Mark Bealo, Seth San Juan and Angela Smith.

**Guests:** Richard Loucks and David Meske.

**Recorder:** Michelle LaVigueur

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

I. Announcements –

- Katy Farrell reported that the Phi Theta Kappa (PTK) Honor Society is having a fundraiser this semester from October 8 – December 15, 2018. She will be leaving a box in AA-140 to collect gently used shoes. Funds to Orgs. will pick up the shoes and give PTK money for them, which will be donated to the Palomar College Foundation. The shoes will be sent to micro businesses in developing countries and areas hit by natural disasters.
- Dr. Ellen Weller reported that this Friday, October 26<sup>th</sup>, the Palomar Jazz ensemble with Alan Kaplan will take place at the Howard Brubeck Theater from 7:00 – 9:00 p.m.
- VPI Kahn reported that Jenny Fererro is our newest member to IPC, filling the vacancy for the Faculty member representing SBS.
- Dr. Ellen Weller reported that the Palomar College Foundation raised over \$70,000 at the Monster Dash and Bash 5K run/walk held on Saturday, October 20<sup>th</sup>.
- IPC Timeline reminders – VPI Kahn reported that the IPC Hiring Sub-Committee will be meeting at 3:00 p.m. today to prioritize a new list of faculty hires for the 2019-20 academic year.
- VPI Kahn reported that the Instructional Services division is working on a mapping project this semester and program review has been moved to the spring 2019 semester in order to focus on this project.

II. Comments from Constituencies – None.

III. Approve minutes – October 10, 2018

MSC – (Fritch/Farrell): The minutes for October 10, 2018 were approved and accepted into the record with abstentions from Jenny Fererro, Zeb Navarro and Jim Odom.

IV. Certificate and Degree Review (II.A.1) – VPI Kahn reminded the Council that Richard Loucks presented the certificate and degree review update to IPC on September 26, 2018. He reported that Richard will be sending this information out to Department Chairs and Deans for them to discuss deactivation or further support of the programs.

V. New Program - Cybersecurity –David Meske – Attachment A – VPI Kahn reminded IPC that we will be reviewing new programs, after they are vetted through Curriculum. David Meske, Assistant Professor in CSIT presented the proposal of the new program A.S. Cybersecurity, which would fall under the CSIT discipline. He reported that the goal of this degree is to prepare students for a career in cybersecurity as a Cybersecurity Analyst. He added that over 4,000 jobs are needed in the Cybersecurity industry in San Diego. This discipline is working with companies to provide students internship opportunities. There are 9 courses (28 total units) in the curriculum and this program is proposed to be offered in person. There are three programs similar to this in our area at Mira Costa, Grossmont-Cuyamaca and San Diego City College. He doesn't feel that this program would compete with Mira Costa's due to

its comprehensiveness. He would like to explore articulating with high schools and reaching out to the Fallbrook center. Dean Albistegui-Dubois added that the only cost for the program is David Meske's position and that the department may be partnering with Grossmont/Cuyamaca College for a grant in this area. There was a unanimous vote to approve this program.

- VI. New Programs – List of Standard Questions – Attachment B – Tabled.
- VII. Presenting Program Reviews – Tabled.
- VIII. SPPF IPC Funds – FY 2018-19 in the amount of \$41,884 (0811909) – Tabled.
  - a. District-wide study of lab hours and student hourly – Dr. Weller
- IX. Review ALL Forms (I.A.4) – Tabled.
  - a. Improving Forms
  - b. Non-Instructional form (ours and new one) and new process
- X. Waitlists Workgroup – Review – Tabled.
- XI. Scheduling Improvement - Workgroup Review (II.A.6) – Tabled.
- XII. Faculty Hiring Process – Proactive work update – Tabled.
- XIII. Standing Reports – Tabled.
  - 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 –

The meeting adjourned at 3:02 p.m.

**Next Meeting**  
**November 14, 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?