



Instructional Planning Council AGENDA

MEETING TYPE:

X

Staff
Product/Project
Special

Date: December 12, 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 – November 28, 2018	Action
IV. IPC Form – draft	Action Item – 2 nd Reading
V. 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
VI. Certificate and Degree Review (II.A.1)	Information
VII. New Programs – List of Standard Questions – Attachment A	Discussion
VIII. Faculty Center in PeopleSoft – Dr. Kelly Falcone & Dr. Barb Kelber	Information
IX. Waitlists Workgroup Update - Dr. Kelly Falcone & Dr. Barb Kelber	Information
X. Scheduling Improvement – Workgroup Update (II.A.6)	Information
XI. Librarian/Counselor Hiring Practice	Discussion
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:
February 13, 2019 in AA-140



Instructional Planning Council Minutes

MEETING TYPE:

X

Staff
Product/Project
Special

Date: November 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. Richard Albistegui-Dubois, Michelle Barton, Sarah DeSimone, Dr. Kelly Falcone, Katy Farrell, Marlene Forney, Dr. Barb Kelber, Dr. Pearl Ly, Jim Odom, Seth San Juan, Suzanne Sebring, Shayla Sivert, Justin Smiley, Susan Snow and Dr. Ellen Weller.

Members Absent: Mark Bealo, Dr. Glyn Bongolan, Kelly Donaghy, Jenny Fererro, Margie Fritch, Zeb Navarro and Angela Smith.

Guests: Olga Diaz

Recorder: Michelle LaVigueur

VPI Kahn called the meeting to order at 2:35 p.m.

I. Announcements –

- IPC Timeline reminders – VPI Kahn asked the Council to remind colleagues that course maps are due.
- Scheduling Planning presentation – VPI Kahn announced that this PD event will take place on December 5th at noon in MD-157 and will be recorded for future viewing. He advised that it will cover scheduling history, data and outcomes. He added that he intends to have quarterly schedule planning presentations.
- Dr. Ellen Weller announced that the Winter Fantasy presentation will take place on December 1st at 7:30 p.m. and December 2nd at 4:00 p.m. in the Howard Brubeck Theatre. More information can be found at: www.palomarperforms.com
- Phi Theta Kappa (PTK) Honor Society President, Calvin McCallum reported that PTK is having a fundraiser this semester from October 8 – December 15, 2018. Funds to Orgs. will pick up shoes and give PTK a \$1,000 donation to the Palomar College Foundation for student scholarships. Micro businesses in developing countries and areas hit by natural disasters will receive the shoes. They are in need of lightly used shoes (baby through adult) for this fundraiser and he left a box in AA-140 to collect them. He added that PTK also worked on another project this semester which involved assessing if there was a correlation between safety and academic connectedness here at Palomar College. They found that students who were more involved at the college, felt safer. They will be conducting more research on this in the next year and will report back on their findings.

II. Comments from Constituencies – None.

III. Approve minutes – November 14, 2018

MSC – (Barton/Smiley): The minutes for November 14, 2018 were approved and accepted into the record with an abstention from Suzanne Sebring.

IV. IPC Form – VPI Kahn acknowledged and thanked the many faculty and staff members who have assisted in creating the new IPC form this semester and all who have helped with this process over the years. Dean Smiley presented the new form and noted that the content includes information from the previous PRP form, Resource Allocation form and Faculty Rationale form, but it has been condensed to eliminate redundancy. He added that questions will appear (or not) based on data entered. For example, if either *Annual* or *Comprehensive* is checked, different applicable information will populate based on the one selected. There were also sections added to include questions around Guided Pathways, Accreditation and assessment for courses. All of the data entered into the form will be poured into a spreadsheet which can be analyzed or shared with our campus community. He added that career and labor information is being collected from all disciplines. IS and Facilities will be included for requests needing their input first before moving forward. It was noted that the Strategic Plan objective information will need to be updated yearly.

VPI Kahn recommended moving this item to a First Reading:

MSC - (Albistegui-Dubois/Weller): A motion was made to move the IPC draft form to a First Reading.

This item will be brought back as a Second Reading/Action Item at IPC on December 12, 2018.

- V. Certificate and Degree Review (II.A.1) – VPI Kahn reminded the Council that the certificate and degree information is being reviewed to decide on deactivation or further support of the programs.
- VI. CCSSE Results (Continue Discussion) – VPI Kahn reported that we will continue this conversation and review the faculty results at the next IPC meeting on December 12, 2018.
- VII. New Programs – List of Standard Questions – Attachment A – VPI Kahn presented the draft questions and reminded the Council that the list of standard questions would be asked to faculty when they present their new program(s) to IPC. It was mentioned that the list would be given to them ahead of time to allow for preparation time. There was a suggestion around the order of the questions, overlap with information on the New Instructional Program Proposal and the path of the new program approval process. The following recommendations were made:
- Add the question, “Are there other topics?”
 - Add the question, “Are there potential external accrediting agencies and are there expenses associated with them?”
 - Add the question, “Does it link to a pathway from high school or a CSU?”
 - Add the question, “What kind of instructional support will be needed?”
 - Reword #10 – “What is the impact of the course load on Financial Aid?” to read: “Is this certificate or program eligible for Financial Aid?”
 - Add the question, “Who will monitor the program?”
 - Clarify #4 – “Does Palomar College have room for the program?” to include a question referring to Facilities and another referring to competition with other colleges.
 - Clarify #1 to reflect expenses (one-time or recurring) to the college versus costs to students.
 - Add the question, “Which campus will it be offered at?”
 - Add the question, “What is the anticipated number of participants?”
 - Add the question, “Is there a high demand for this program?”
 - Add the question, “Will it lead to high-paying jobs?”
- VPI Kahn mentioned that these will be guiding, Instructional planning questions. A suggestion was made to add the questions to the bottom of the New Instructional Program Proposal form once they are finalized. VPI Kahn reported that the new recommendations would be added to the draft and be brought back to the next meeting as a Discussion item on December 12, 2018, along with the New Instructional Program Proposal to be viewed side by side.
- VIII. Presenting Program Reviews – VPI Kahn asked the Council if they saw a benefit from presenting program reviews to the campus community. There was a suggestion to have breakout sessions at Plenary for this with videos highlighting each program. There was another suggestion to present ILO’s instead of program reviews. VPI Kahn mentioned that he would discuss this further with Dr. Kelly Falcone and Jim Odom and report back to IPC.
- IX. Textbook Adoption Process – Dean Ly reported that she is working with the CALM (Comets Affordable Learning Material) group to create a consistent process around textbook adoption. There was discussion around enforcing timelines and creating a process that will be consistent across campus. Dr. Kelly Falcone volunteered to research other college’s policies and assist Dean Ly with cleaning up the process.
- X. SPPF IPC Funds – FY 2018-19 in the amount of \$41,884 (0811909) – Tabled.
- District-wide study of lab hours and student hourly – Dr. Weller
- XI. Review ALL Forms (I.A.4) – Tabled.
- Improving Forms
 - Non-Instructional form (ours and new one) and new process
- XII. Waitlists Workgroup – Update – Tabled.
- XIII. Scheduling Improvement - Workgroup Review (II.A.6) – Tabled.

XIV. Faculty Hiring Process – Proactive work update – Tabled.

XV. Librarian/Counselor Hiring Practice – Tabled.

XVI. 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 4:00 p.m.

Next Meeting
December 12, 2018

New Programs – List of Standard Questions

1. Which campus will it be offered at?
 - a. Does Palomar College have facility space for the program?
2. What is the anticipated number of participants?
3. Is there a high demand for this program?
4. Will it lead to high-paying jobs?
5. How efficient are your current programs?
6. Do you have any programs currently with low completion rates?
 - a. If so, what is your plan to deal with those?
7. Will we be adding courses?
8. Are there other topics?
9. Can the program be completed in 30 units? Can the program be completed in 30 units?
- 10.
11. Does it link to a pathway from high school or a CSU?
12. What are the expenses to the college?
 - a. Will they be one-time expenses or recurring?
13. Is there a regional need for this program?
14. Will this program be in direct competition with other colleges?
15. Does the program need regional approval?
16. Is this certificate or program eligible for Financial Aid?
17. Are there potential external accrediting agencies?
 - a. If so, are there expenses associated with them?
18. Do we have full-time faculty who will champion this program?
19. Who will monitor the program?
 - a. Who will be responsible for the Learning Outcomes?
20. What kind of instructional support will be needed (tutoring, counseling, etc.).
21. Is this a CTEE program?
 - a. Career data must be provided (in advance)- **consistent with PRP**