Instructional Planning Council
Minutes

MEETING TYPE:				
	X	**Staff**	**Date:**	December 12, 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: Michelle Barton, Dr. Glyn Bongolan, Sarah DeSimone, Kelly Donaghy, Kelly Falcone, Katy Farrell, Margie Fritch, Dr. Barb Kelber, Dr. Pearl Ly, Jim Odom, Justin Smiley, Susan Snow and Dr. Ellen Weller.
Members Absent: Dr. Richard Albistegui-Dubois, Mark Bealo, Jenny Fererro, Marlene Forney, Dr. Jack Kahn, Zeb Navarro, Seth San Juan, Suzanne Sebring, Shayla Sivert, and Angela Smith.
Guests: Richard Loucks and Nichol Roe.
Recorder: Michelle LaVigueur

Dean Smiley called the meeting to order at 2:35 p.m.

I. Announcements –
   a. IPC Timeline reminders – Dean Smiley reported that we are working on the spring 2019 IPC timeline to include budget development and the new PRP process.

II. Comments from Constituencies – None.

III. Approve minutes – November 28, 2018
MSC – (Barton/Fritch): The Council unanimously approved the minutes for November 28, 2018. Abstention: Dr. Glyn Bongolan.

IV. IPC Form draft–
MSC – (Ly/Kelber): Dean Smiley made a motion to approve the IPC Form draft. Motion carried.
The form will go to Faculty Senate for review.

V. SPPF IPC Funds –$41,884 (0811909) FY 2018-19 – Dean Smiley reminded the Council that we allocated a portion of the SPPF funds to Teaching Center for Excellence and Team Work Assessment in October 2018 and there is $41,884 remaining. He asked the Council for suggestions on spending the remaining funds. There was discussion around using these funds to produce bite-sized videos for students to highlight individual programs. Dean Smiley advised that we would determine the deadline to spend the funds and continue this discussion at the next IPC meeting on February 13, 2019.
   A. District-wide study of lab hours and student hourly – Dr. Ellen Weller reported that there has been discussion on campus around consolidating computer labs to maximize student access. She proposed that the college conduct an organizational inventory assessment to determine all the software that each computer lab supports, creating one centralized place that lists all lab hours and communicating those resources to our students. This assessment would reveal any gaps with our current resources. There was discussion around creating a centralized inventory and communication strategy regarding labs, tutoring, and other support services. Kelly Donaghy, Katy Farrell, Jim Odom, and Dean Smiley volunteered to create a Workgroup to begin the research on the computer lab portion to determine the following:
      i. How can we quantify the demand for each computer lab currently open (PAT, SARS, other)?
      ii. What is the location and number of computers currently used?
      iii. How much do we spend on student hourly to staff labs?
      iv. Who is staffing the labs?
      v. How are the staff and computer labs funded? Institutional funding?
      vi. What are the program and software needs?

There was a conversation around this being a long-term, college-wide effort and a suggestion to add members outside IPC to the Workgroup. The study will include the education centers. Further discussion will take place at the next IPC meeting on February 13, 2019.

VI. Certificate and Degree Review (II.A.1) – Richard Loucks reported that he sent out a timeline, which required feedback by November 30, 2018. He will be in touch with those who have information outstanding.

VII. New Programs – List of Standard Questions – Attachment A – Dean Smiley reviewed the updated list with the Council.

The Council had the following questions and recommendations to update the list:

a. Is question #2, "What is the anticipated number of participants?" asking about enrollment or involvement of faculty and staff? A suggestion was made to change it to: "What is the anticipated annual enrollment?"
b. Is question #7, "Will we be adding courses?" asking about adding new curriculum for new courses or sections? Clarify this question.
c. Remove #8, "Are there other topics?"
d. Add another question alongside #14, "Will this program be in direct competition with other colleges?" to ask, "Will this program be in direct competition with any existing programs at Palomar College?"
e. Remove #15, "Does the program need regional approval?" and #21, "Is this a CTEE program? Career data must be provided (in advance) - consistent with PRP" as the New Instructional Program Proposal addresses them.

There was a recommendation to ensure there is no overlap between these questions and the questions on the New Instructional Program Proposal. There was a suggestion to categorize and re-organize the questions. Dean Smiley reported that he would restructure the questions by topic to include the recommendations above and remove redundancy. Some members of the council suggested that it would be helpful for faculty to use this list as a set of guiding questions to consider before completing the new program form.

VIII. Faculty Center in PeopleSoft – Dr. Kelly Falcone reported that the PeopleSoft upgrade is complete and the navigation is easier. A suggestion was made to allow more time in the future between the time that instructions are sent out to faculty and the actual implementation occurring.

IX. Waitlists Workgroup Update – Dr. Kelly Falcone reported that the upgrade to the Faculty Center needed to occur before implementing any waitlist changes. She added that the new waitlist is scheduled to launch for FT2 in spring 2019. The Workgroup is discussing whether to allow every class to have a waitlist, as some do not currently have this option turned on. She will follow up with Dr. Magnuson on this point and report back to IPC.

X. Scheduling Improvement - Workgroup Review (II.A.6) – Tabled.

XI. Librarian/Counselor Hiring Practice –There was discussion around the baseline set around hiring Librarians/Counselors once a certain amount of instructional faculty are hired and a suggestion was made to re-visit the process.

XII. 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:
February 13, 2019

DRAFT