Instructional Planning Council
Minutes

MEETING TYPE:	X	Staff	Date:	February 13, 2019
		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, Mark Bealo, Dr. Glyn Bongolan, Sarah DeSimone, Kelly Donaghy, Katy Farrell, Jenny Fererro, Marlene Forney, Margie Fritch, Dr. Barb Kelber, Dr. Pearl Ly, Seth San Juan, Shayla Sivert, Justin Smiley, and Susan Snow.
Members Absent: Michelle Barton, Kelly Falcone, Dr. Jack S. Kahn, Zeb Navarro, Jim Odom, Suzanne Sebring, Angela Smith, and Dr. Ellen Weller.
Guests: Erin Hiro, Patriceann Mead and Kalvin McCallum.
Recorder: Michelle LaVigueur

Dean Smiley called the meeting to order at 2:36 p.m.

I. Announcements –
   a. IPC Timeline reminders – Dean Smiley reported that we will be focusing on PRP's this spring and a compressed timeline will be shared soon. He added that an informative training video will accompany the new PRP. He mentioned that this year we are building in time for departments to make any recommended revisions prior to the VPI review in order to avoid redo's.
   b. Maps Reminder – Dean Smiley reported that the Program Maps are due this Friday, February 15, 2019. Wendy Nelson added that incomplete maps will be sent back to the owners for completion.
   c. MOSTRA – Dean Ly reported that there has been interest between the college and MOSTRA to expand the coffee carts to include the new LRC on the main campus. There was conversation around this being competition for Java City and if food and drink is allowed in the new LRC. Dean Ly mentioned that food and drink is allowed in the lobby area. Dean Smiley added that our academic partnership with MOSTRA is connected to our Business program and having a location on the main campus will offer more internship opportunities for our Business students. Jenny Ferrero requested that a list of contract proposals from the Food Services Subcommittee, along with dates they meet and a list of members be brought back to the next meeting on February 27, 2019.
   d. IPC Sub-Committee Review of New Programs – Dean Smiley reported that we have seven New Programs on today's agenda and mentioned that we will be creating a new IPC subcommittee to review them going forward.

II. Comments from Constituencies – None.

III. Approve minutes – December 12, 2018
MSC – (Kelber/Fritch): The minutes for December 12, 2018 were approved and accepted into the record with abstentions from Mark Bealo, Jenny Fererro, and Marlene Forney.

IV. Safety and Connectedness research study results –Phi Theta Kappa (PTK) President, Kalvin McCallum thanked members for their shoe donations. He mentioned that they will reach their goal of collecting 1,500 pairs of gently used shoes, which will allow PTK to raise $1,000 that will go towards student scholarships. PTK's Vice President of Scholarships, Corbin McCallum discussed the PTK Honors in Action Project on Campus Safety and Connectedness, noting that the research study performed in the fall 2018 semester surveyed 287 students (58 online) about their feelings of safety and connectedness. Corbin reported that results revealed that men felt safer than women on campus, that there is a positive correlation between safety and connectedness and that people who are more involved on campus felt safer. He added that they determined an overall safety score for Palomar College of 4.02 on a 5-point scale. He mentioned that their findings were presented at the Southern California Conferences for Undergraduate Research (SCCUR) in Pasadena last year. He added that they are continuing this project this year and narrowing the

topic of safety down with the main theme being connectedness. Kalvin reported that they would like to bridge the gap between students and faculty who are involved with safety on campus. He suggested that two starting points could be increasing the number of female officers and improving the lighting in parking areas on campus. Kalvin mentioned that he would send a copy of the survey to Michelle LaVigueur to be forwarded to the Council.

V. Guided Pathways draft – Dean Smiley reported that the Guided Pathways workgroup is working on the second year plan and building out the five-year plan.

VI. New Program Approvals –New Program Approvals – Attachment A

1. International Business – Dean Smiley reported that new supply chain and logistics courses are being placed into this stackable Certificate of Achievement.
2. Small Business Entrepreneurship – Dean Smiley reported that this Certificate of Achievement is a conversion from the Certificate of Proficiency.
3. Musical Theatre Preparation – Patriceann Mead presented this Certificate of Achievement and noted that the idea came about as a response from high schools and our CTE Board to create shorter programs with more completion rates and to provide more opportunities for work in the field after just one year. There was conversation around receiving the labor market.
4. Social Media Content: Certificate of Achievement – Dean Smiley reported that there are four new certificates from Journalism to consider; numbers 4-7 on this list. Wendy Nelson mentioned that these four additional certificates are based on stackable certificates. Erin Hiro reported that their department has received multiple requests from students for certificates on blogging, promoting small businesses, digital online journalism, and writing for social media. Wendy noted that all of the classes in each certificate are currently being offered at the college. There was discussion around reviewing the labor market data for the certificates and the demand for the courses.
5. Blogging: Certificate of Achievement – Discussed in # 4.
6. Digital Journalism: Certificate of Achievement – Discussed in # 4.
7. Online Journalism: Certificate of Achievement - Discussed in # 4.

Dean Smiley reported that the four certificates will come back as a 1st Reading at the next IPC meeting on February 27, 2019.

VII. Program Review this spring – update and process (II.A.2)

a. Include Student Services (Instructional areas) – Student Services instructional areas are included in the PRP process.
b. Recurring redo's – Discussed in I.a.

VIII. SPPF IPC Funds update – FY 2018-19 in the amount of $41,884 (0811909)
District-wide study of lab hours and student hourly – Dean Smiley reported that we had discussion around SPPF funding at the last meeting on December 12, 2019. He asked members to bring ideas to the next meeting. The Council asked which items are allowable with these SPPF funds and Dean Smiley reported that he would research it and report out at the next IPC meeting on February 27. He added that the funds need to be spent by June 30, 2019.

IX. Faculty Hiring update (III.A.2) – Tabled.

X. Student Housing exploration – Dean Smiley reported that a student housing survey was sent out to the campus community and he encouraged members to complete it if they had not already.

XI. Consider the time frame we met in the past (1.5 hrs. is not enough) – Dean Smiley reported that we will be moving the IPC meetings back to 2:30 – 4:30 p.m. since we need more time to get through items on the agenda.

XII. Feedback on PRP's post Jack – Tabled.

XIII. New Programs – List of Standard Questions – Attachment B – Tabled.

XIV. Faculty Center in PeopleSoft - Dr. Kelly Falcone & Dr. Barb Kelber – Tabled.

XV. Waitlists Workgroup Update - Dr. Kelly Falcone & Dr. Barb Kelber – Tabled.

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XVI. Scheduling Improvement - Workgroup Update (II.A.6) – Tabled.

XVII. Librarian/Counselor Hiring Practice – Tabled.

XVIII. Standing Reports – Tabled.

a. AB 705 – Dean Sivert
b. Accreditation –
c. Enrollment –
d. Guided Pathways (II.C.6)
e. LOC & Curriculum
f. Student Equity and Achievement program (SEA) –
g. SPC –
h. CTEE –
   1. Local and Regional Strong Workforce funds and projects
i PD –
j. ROC update –

The meeting adjourned at 4:00 p.m.

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Next Meeting
February 27, 2019