



Instructional Planning Council AGENDA

MEETING TYPE:

X

Staff
Product/Project
Special

Date: May 8, 2019
Start Time: 2:30 p.m.
End Time: 4:30 p.m.
Location: AA-140

Chair: Dr. Jack S. Kahn

Members: Richard Albistegui-Dubois, Michelle Barton, Mark Bealo, Glyn Bongolan, Sarah DeSimone, Kelly Falcone, Katy Farrell, Jenny Fererro, Marlene Forney, Margie Fritch, Juan Gonzalez, Cheryl Kearse, Barb Kelber, Pearl Ly, Susan Miller, Jim Odom, Seth San Juan, Suzanne Sebring, Shayla Sivert, Justin Smiley, Angela Smith, and Susan Snow.

Recorder: Michelle LaVigueur

Agenda Item	Outcome
I. Announcements a. IPC Timeline reminders i. Program review in the fall	Information
II. Comments from Constituencies	Information
III. Approve minutes – April 24, 2019	Action
IV. SPPF IPC Funds update – FY 2018-19 in the amount of \$41,884 (0811909)	Information
V. Health and Health Lab AA Requirement – Hugh Gerhardt	Discussion
VI. New Program Process – draft (Attachment A)	Discussion
VII. New Program Approval – ESL Conversation Certificate of Completion (Attachment B)	Action
VIII. Criteria for Schedule Block deviations: a. High Demand Classes as determined by the dean of the division and VPI b. Cohorted programs c. External criteria which <u>require</u> alternate timelines i. Industry/educational / partnership specific ii. Seasonal programs (Athletics etc.) iii. Environmental/Safety concerns (Needing daylight etc.) iv. Off-campus programming All exceptions under consideration will a. Need the approval of the chair, dean and VPI (or VPSS if appropriate) b. Need to consider student demand and minimizing overlap with other instructional offerings	Discussion
IX. Accreditation – Instructional Programs II.A and Library & Learning II.B - Attachment A - https://tinyurl.com/PalomarAccreditationApp	Discussion
X. CCSSE Faculty Results – Michelle Barton	Discussion
XI. Integrated Planning	Information
XII. Waitlists Workgroup Update - Dr. Kelly Falcone & Dr. Barb Kelber	Information
XIII. <u>Standing Reports</u> A. AB 705	Information

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	
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Next Meeting
May 22, 2019 in AA-140



Instructional Planning Council Minutes

MEETING TYPE:

X

Staff
Product/Project
Special

Date: April 24, 2019
Start Time: 2:30 p.m.
End Time: 4:00 p.m.
Location: AA-140

Chair: Dr. Jack S. Kahn

Members Present: Mark Bealo, Dr. Glyn Bongolan, Sarah DeSimone, Kelly Falcone, Katy Farrell, Jenny Fererro, Margie Fritch, Cheryl Kears, Dr. Barb Kelber, Susan Miller, Seth San Juan, Suzanne Sebring, and Susan Snow.

Members Absent: Dr. Richard Albistegui-Dubois, Michelle Barton, Marlene Forney, Juan Gonzalez, Dr. Pearl Ly, Jim Odom, Shayla Sivert, Justin Smiley, and Angela Smith.

Guests:

Recorder: Michelle LaVigueur

VPI Kahn called the meeting to order at 2:37 p.m.

- I. Announcements –
 - a. IPC Timeline reminders – Tabled.
- II. Comments from Constituencies – None.
- III. Approve minutes – April 10, 2019
MSC – (Bongolan/Kelber): The minutes for April 10, 2019 were approved and accepted into the record with an abstention from Jenny Fererro.
- IV. Program Review this spring – update and process (II.A.2 and II.A.16) –
 - a. Reviewing PRP's – VPI Kahn acknowledged the technical issues some are experiencing when trying to provide feedback on the PRPs. He will provide instructions, the VPI Rubric, and the deadlines will be extended. He noted the PRP's that have not been submitted will be sent when they are complete.
- V. CVC OEI Finish Faster – VPI Kahn reported that California Virtual College (CVC) (<https://cvc.edu/>) is a web search database that lists all California community college online classes currently available to complete degrees. CVC is now part of the Online Education Initiative (OEI) Consortium. Palomar College classes are not included in this database. There was consensus among the Council to include Palomar College classes in the database.
- VI. SPPF IPC Funds update – FY 2018-19 in the amount of \$41,884 (0811909) – VPI Kahn discussed Faronics software with Connie Moise, and the \$12,000 was paid using institutional software maintenance funds. He added \$11,600 was used for the Intesa marketing campaign that is integrated with the Completion Academy. With the \$29,400 remaining, VPI Kahn asked for other institutional “one time” purchase ideas tied to the College’s strategic plan and funds that can be spent in the next two weeks. Katy Farrell mentioned Phi Theta Kappa’s college project for this year needs funding. They want to produce promotional videos for Phi Theta Kappa for incoming students and to promote diversity. Katy Farrell was asked to provide a quote as soon as possible. Also, Kelly Falcone will provide a furniture quote to equip a classroom space that meets the needs of PD.
- VII. Faculty Hiring Update – VPI Kahn reported that the IPC Hiring subcommittee will be meeting today to prioritize faculty positions to hire for 2021-22.
- VIII. Health and Health Lab AA Requirement – Dr. Kelly Falcone reported that we currently require Health 100 Lecture and Health 100 Lab for AA/AS degrees. She added that Kinesiology faculty heard Curriculum was considering removing these classes which would be detrimental to the department. Dr. Falcone asked what the district’s process is for this type of institutional action. It was noted that the discussion that took place during the Curriculum meeting

was intended to target any GE class that are a barrier to a student earning their degree, not specifically Health 100 Lab. Jenny Fererro stated that it would be beneficial to have a flow chart for this process. VPI Kahn agreed that IPC could recommend a flowchart/process to Curriculum who would take it to Faculty Senate. Dr. Bongolan reported that in our Governance Structure Book, it lists model flowcharts to manage these types of ideas or even to resolve problems. Cheryl Kears added that any curriculum change, must go to the Governing Board on the Consent Calendar. Dr. Falcone suggested that the district conduct an annual or biannual district requirement audit where all required classes are considered what's best for the student. Since this issue fell on our IPC agenda first, Kelly will invite Health/Kinesiology Chair, Hugh Gerhardt to our next IPC meeting on May 8, 2019.

- IX. Perkins (Tentative allocation) updates – Dean Fritch shared the report showing program requests in alphabetical order that total more than \$1.1 million, with only a \$550K base. Our final allocation is yet to be determined. She explained that the criteria focused on regional labor market statistics for our students. The Perkins V will go into effect next year with new rules so there will be training for CTE programs. VPI Kahn reported that we will continue to work on integrating the Perkins funding process into the college to make better use of all available funding.
- X. Accreditation – Instructional Programs II.A and Library & Learning II.B - Attachment A – Tabled.
<https://tinyurl.com/PalomarAccreditationApp>
- XI. Community College Survey of Student Engagement (CCSSE) Faculty Survey Results – Michelle Barton – Tabled.
- XII. Faculty Position Priority Subcommittee composition – VPI as voting member – Attachment B – MSC (Ferro/Bealo) – VPI is a voting member of this subcommittee. All were in favor.
- XIII. Criteria for Schedule Block deviations – Tabled.
 - a. High Demand Classes as determined by the dean of the division and VPI
 - b. Cohorted programs
 - c. External criteria which require alternate timelines
 - i. Industry/educational / partnership specific
 - ii. Seasonal programs (Athletics etc.)
 - iii. Environmental/Safety concerns (Needing daylight etc.)
 - iv. Off-campus programmingAll exceptions under consideration will
 - a. Need the approval of the chair, dean and VPI (or VPSS if appropriate)
 - b. Need to consider student demand and minimizing overlap with other instructional offerings
- XIV. Integrated Planning – Tabled.
- XV. Waitlists Workgroup Update – Tabled.
- XVI. Standing Reports – All 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 –
 - i. PD –
 - j. ROC update –

The meeting adjourned at 4:07 p.m.

Next Meeting
May 8, 2019

New Program Process

Step 1 - **The faculty program contacts** the appropriate division dean. The Dean will invite the articulation officer, dept. chair, and the faculty originator to a meeting **to discuss the new program proposal**. The faculty originator will provide:

- The rationale for the program
- LMI data for CTE
- Regional/community need
- Any faculty needs to run the program- FT/PT faculty needed, FT/ PT Faculty exist

Step 2 **If the team (above) comes to a consensus, the faculty program originator** provides answers to the questions below to the IPC subcommittee.

Step 3- IPC will provide VP, Instruction request

Step 4 - IPC will vote on proposal (one reading/vote)

Step 5 - CTE regional approval document will be completed (CTE programs only)

Step 6 - Faculty originator enters new program into META

Step 7 - Curriculum Approval Process

IPC Subcommittee questions:

1. Which Palomar College location(s) will offer this program?
2. Does Palomar College have facility space for the program?
3. What is the anticipated annual enrollment (FTES)?
4. Is there a high demand for this program?
 - a. Explain where the “demand” data came from.
 - b. Is the demand consistent and sustainable?
5. What types of high paying jobs will students become eligible for?
6. How efficient are your current programs?
7. Do you have any programs currently with low completion rates?
 - a. If so, what is your plan to deal with those?

8. Will we be adding any new curriculum for new courses or any new sections?
9. Can the program be completed in 30 units?
10. Does it link to a pathway from high school or a CSU?
11. What are the expenses to the college?
 - a. Will they be one-time expenses or recurring?
12. Explain your advisory group's recommendation for adding this new program.
13. Will this program be in direct competition with any existing programs at Palomar College?
 - a. If yes, which programs?
14. Will this program be in direct competition with other colleges?
 - a. If yes, what colleges?
15. Does the program need regional approval?
 - a. If yes, do you have 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. Identify 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. Will this program replace existing classes or programs?
 - If so, which ones?

New Instructional Program Proposal

Phase 1 - Planning

Discipline: ESL Title: ESL Conversation Certificate of Completion

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 _____

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

Justification/
Evidence of Need We currently offer 2 sequenced classes helping students to develop beginning English language conversation skills. These courses sequenced as a program provide the life skills students need to succeed in credit ESL classes.

How does this program meet the mission of the district?
[Click for Palomar College Mission](#) This program will prepare students for success in the workplace or in credit courses.

Description: These two conversation courses as a program will equip non-native speakers with the English language conversational skills necessary to succeed in credit ESL classes.

Courses (List courses): Existing: NESL 922 New: NESL 923

Faculty: Existing: 7 Full-time New (FTEF): none needed Special Minimum Quals: none needed

Staff Existing: 7 New (FTE): none needed Titles: none needed

Enrollment: Expected: 30/course FTES: _____

Overlap (District): Departments: none

Outcome of Overlap Discussion: _____

Similar Programs in our Area: Miracosta conv classes, no program overlap may exist: Colleges where Program Name: none

Requirements: Classroom: ☒ Lecture ☐ Lab Space: classrooms

IT Computers Macs/PCs/MAC Software Other Equipment ☐ Yes ☒ No

Outside Accreditation: Licensure: _____ 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): _____ Length of Grant: _____

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) [Signature]

Dept. Chair [Signature]

Articulation Officer [Signature]

Dean [Signature]

Instruct. Svcs. Rep [Signature]

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 Curriculumet ☐ Return Reason _____

Phase 4 - Curriculumet Input and Pre-Launch