



Instructional Planning Council Minutes

MEETING TYPE:

X

Staff
Product/Project
Special

Date: January 31, 2018
Start Time: 2:30 p.m.
End Time: 4:00 p.m.
Location: AA-140

Chair: Dr. Jack S. Kahn

Members Present: Dr. Glyn Bongolan, José Briceño, Sarah DeSimone, Katy Farrell, Marlene Forney, Margie Fritch, Monica Galindo, Dr. Barb Kelber, Dr. Pearl Ly, Jim Odom, Seth San Juan, Suzanne Sebring, Shayla Sivert, Justin Smiley, Susan Snow and Nicholas Vallone.

Members Absent: Michelle Barton, Mark Bealo, Dr. Kathryn Kailikole and Zeb Navarro.

Guests: Kelly Falcon, Cheryl Kears, Richard Loucks, Yvette Maynard, Najib Manea and Nichol Roe.

Recorder: Michelle LaVigueur

Vice President for Instruction, Dr. Jack S. Kahn called the meeting to order at 2:31 p.m.

I. Announcements –

- New Members – The new Dean of Social and Behavioral Sciences, Dr. Pearl Ly was introduced by the new Dean of Arts, Media and Business Administration, Justin Smiley.
- Accreditation Training “Party” on 2/14/18 at 12:30 p.m. in AA-140 (I.C.12) – VPI Kahn announced that IPC will be watching an Accreditation Training video on Wednesday, 2/14/18 and the link to sign up is here: https://palomar.csod.com/LMS/LoDetails/DetailsLo.aspx?loId=6aa456a1-2ce7-4707-a63b-0ae6bea81de9&back=%2fLMS%2fBrowseTraining%2fBrowseTraining.aspx%3ftab_page_id%3d-6#t=1
- Department Chairs “signing” PRPs – Tabled.
- Doctorates – VPI Kahn announced that Kelly Falcon received her Doctor of Education, specialization in Educational Leadership and Technology - EDD/ET.
- Faculty hires – VPI Kahn announced all of the new Faculty hires, those that are posted online and those that will be posted soon.
- Guided Pathways Self-Assessment Tool draft and plan update (I.B.4) – VPI Kahn announced that the Guided Pathways draft plan was sent out as Information to IPC, SSPC and SSEC today – January 31, 2018. It will go as First Reading to Faculty Senate on February 5, 2018 and to SPC on February 6, 2018.
- March industry event – South Center – VPI Kahn announced that an event will be held at Cork and Craft in Rancho Bernardo on March 22, 2018 in an effort to connect our faculty with folks in the industries around the south center.
- NOHEs – VPI Kahn announced that all NOHEs need prior approval before the work begins.
- Upgrade to our CurricUNET system – Cheryl Kears announced that Palomar College will be upgrading our CurricUNET software this spring.

II. Comments from Constituencies – None.

III. Approve minutes – December 13, 2017

MSC – (Bongolan/Kelber): The minutes for December 13, 2017 were approved and accepted into the record with an abstention from Susan Snow.

IV. North/South Center presentation – VPI Kahn gave a presentation on the North and South Centers to include the following:

Planning Assumptions:

- The centers are not comprehensive.
- High demand GE courses for transfer with a balance.
- Our goal: to schedule M, W or T, Th classes.
- Themes and partnerships: Planning for current and future partners
- Associate degrees for Transfer, CTE certificates & GE that will help students reach their goals
- Strategic Enrollment Management

Process:

- Weekly planning groups led by staff, faculty and admin
- Schedule planning team includes IRP, Transfer, Counseling, Deans & Faculty
- Deans met with Department Chairs and brought in their suggestions

Data:

- Workforce Data
- Enrollment by region
- Dual Enrollment Projects
- “Destination Data”
- “Cluster Data”
- CSUSM Transfer Data
- Certificate Data

Partners & Future Partners:

- CSUSM
- ASU Online
- CSUSM North
- Other:
 - Brandman
 - National University online High School
 - UC Davis
 - Industry (Mostra, SONY, etc.) Tech Hub
 - Fallbrook & Bonsall High School Districts, Poway

North:

- Associate Degrees for Transfer in Business and Sociology
- Core prep for biology and Nursing
- Certificates in Bookkeeping, Business Information Worker, and the new innovative Gig Economy certificate
- Coursework in Administration of Justice, Kinesiology & EME
- Strong Diverse GE pattern to support overall transfer & transfer possibilities

South:

- Technology and innovation STEAM Center
- Associate degrees for Transfer in Biology, Math & Communication
- All impacted Pre-nursing
- UC STEM & CSUSM clusters to support multiple UC and CSU STEM majors
- AODS Certificate
- Coursework in Architecture, Interior Design, & Computer Programming
- Digital Photography & Editing combo
- Video production and Editing series.
- All of the needed diverse GE courses for transfer

The Dual Enrollment work we have been doing was acknowledged. There was discussion around the online programs and ensuring there is faculty input as the partnerships are created. The possibility of University Centers was discussed.

- V. New Instructional Program Approval process (II.A.1) (Attachment A) – VPI Kahn reviewed the Instructional Program Approval process that is already in place. He advised that we will begin following it, since we have been skipping important steps in the process. He will be meeting with a workgroup to discuss revising it.
- VI. Book Club – Redesigning America’s Community Colleges - (Attachment B) – Dr. Kelly Falcone discussed the Book Club timeline. She suggested that the Council read the book together and discuss it at IPC meetings throughout the spring 2018 semester. There is also a Workshop Series available through PD for the spring 2018 and sign-ups are available at the PD website: <http://www2.palomar.edu/pages/pd>
- VII. Resource Allocation Process (I.B.6)
- a. Review Timeline – VPI Kahn reviewed the updated IPC timeline with the Council.
 - b. Review Resource Allocation form VPI Kahn reviewed the online Resource Allocation form: https://docs.google.com/forms/d/e/1FAIpQLSeRmfeHLzixe0Cj4oT_qL51Mf1ATSujQKmuNubzp6Oc4b7i3A/viewform
 1. Hardware and infrastructure requests (IS)
 2. Instructional technology resources requests (ATRC)

There was discussion among the Council around the new Facilities and Technology questions added to the form. The suggestions and/or concerns were:

- There may be unknown costs associated with the original request
- Get a quote up front
- Get a quote after the request is approved
- Add a question to the request, “Has IS been contacted?”
- Add more descriptives in the “Will this impact Facilities?” section
- Activate the Technology request checklist

VPI Kahn advised that he will contact IS regarding the process and report their suggestions back to the Council at the next meeting on February 14, 2018. He reported that he will compose an email for the Deans to send out to the Department Chairs asking them to complete the Resource Requests by February 28, 2018.

- c. Funding Update - VPI Kahn reported that the Instructional Services Division has approximately \$120,000.00 this fiscal year to allocate out for the Program Review and Resource requests. He noted that it is important to go through the process in order to document needs, even if we cannot fill them at this time.

VIII. Review Resource Allocation Timeline & Review the Form – Discussed in VII.

- IX. Review Faculty Prioritization Timeline – VP Kahn reported that we have a new process for the Faculty Prioritization Requests that will be completed online. Department Chairs will complete Faculty Rationale forms and submit them to their Deans. The Deans will give feedback and IPC will vote electronically. The requests will then go to the IPC subcommittee for review and completion of prioritization. The IPC subcommittee’s recommendation will then come to IPC for 1st and 2nd Reading and then to SPC as Information.

- X. Gainful Employment Certificates (I.A.3) – Richard Loucks reported that Palomar College has a deactivation policy on our Curriculum website: <http://www2.palomar.edu/pages/curriculum/files/2012/11/Process-for-Deactivation-of-an-Instructional-Program-Approved.pdf>. He reported that we have approximately 35 programs that over the last 4 years (2012-16) in aggregate have given out about 68 certificates (4 or less certificates awarded) or 2 each and none of these programs are being identified as “at risk”. He handed out an At-Risk Instructional Program Evaluation form to deactivate programs to begin that discussion and process of evaluating at-risk instructional programs. There was discussion among the Council to add the following to the form:

- Rate of Achievement
- Under “Considerations” - remove “Declining Industry”
- Under “Considerations” - add “Labor Market Data”
- Add different verbiage to “Specific advantages of retaining the program” to include a “Comment” section
- Add overlap classes to the form

Richard reported that he will make the changes to the form and bring it back to the next IPC meeting on February 14, 2018. There was consensus among the Council that the 35 programs will be sent out to the Deans to discuss with their Department Chairs and they will bring feedback to IPC on February 14, 2018. VPI Kahn will work Cheryl Kears and Richard Loucks on a timeline that coordinates with Curriculum Committee.

XI. IPC Membership Discussion (IV.A.3) – Tabled.

- a. Add Members:
- i. Instructional Services Office Manager
 - ii. Classified member (additional)
 - iii. ASG representative (additional)
- b. Service Areas – Recommendation
- i. ATRC – to attend in spring 2018
 - ii. Director, Telecommunications – Grants
 - iii. Director, IS

XII. Waitlists Workgroup – Update – Tabled.

- XIII. PRP Feedback – VPI Kahn led the discussion regarding the PRP informal comments placed in the columns of the PRP forms on the Google documents, asking if they should be left or taken off when the final documents are forward to IRP. There was discussion among the Council on the value of the comments to the writer. There

was consensus among the Council to remove the comments on the final document, but leaving them on the Google document.

- a. Electronic vs. In-person (can still do in person!)
- b. Redundancies on the comprehensive form -
- c. Overall – VPI Kahn reported that there are some PRPs that are in need of changes and/or improvement. He asked the Council if the departments should be given more time to make the changes or redo their PRP next year. There was consensus among the Council to give departments more time to revise their PRPs.

XIV. IPC Processes (I.B.5) (I.B.9) – Tabled.

- a. Change routing form in IPC for technology

XV. For spring 2018 semester – Tabled.

- a. PRP Presentation to Campus
- b. Survey for spring 2018
- c. Materials fee process

XVI. FON – Faculty Hiring (III.A.7) – Tabled.

- a. Process to hire outside faculty
- b. Hiring w/in our resources/needs

XVII. Standing Reports –

- A. Accreditation – None.
- B. Enrollment – None.
- C. 3SP/SE/NC3SP/BSI – None.
- D. LOC – None.
- E. SPC – None.
- F. CTEE – Dean Fritch reported that they hired Jessica Hernandez, Assistant Professor, Nursing and Ashley Wolter, Assistant Professor, Welding in Trade & Industry for spring 2018. Barb Kelber reported that the Transitions programs had a productive visit to Vista Detention Facility.
- G. PD – None.
- H. SLO – Katy Farrell reported that the SLOAC coordinators are planning for the ACCJC Annual Report which is due in March 2018. She advised that we need to continue to demonstrate ongoing assessment and encouraged the Council to input results, reflections and assessments into TracDat.

The meeting adjourned at 4:11 p.m.

Next Meeting
February 14, 2018