Instructional Planning Council
Minutes

MEETING TYPE:

X	Staff
	Product/Project
	Special

Date: February 14, 2018
Start Time: 2:30 p.m.
End Time: 4:00 p.m.
Location: AA-140

Chair: Dr. Jack S. Kahn
Members Present: Michelle Barton, Dr. Glyn Bongolan, José Briceño, Sarah DeSimone, Marlene Forney, Monica Galindo, Dr. Barb Kelber, Dr. Pearl Ly, Zeb Navarro, Seth San Juan, Suzanne Sebring, Shayla Sivert, Justin Smiley, Susan Snow and Nicholas Vallone.
Members Absent: Mark Bealo, Katy Farrell, Margie Fritch, Dr. Kathryn Kailikole and Jim Odom.
Guests: Kelly Falcone, Richard Loucks Connie Moise and Nichol Roe.
Recorder: Michelle LaVigueur

Vice President for Instruction, Dr. Jack S. Kahn called the meeting to order at 2:35 p.m.

I. Announcements –
   a. Guided Pathways Self-Assessment Tool draft and plan update (I.B.4) - https://www2.palomar.edu/pages/instruction/guided-pathways/ (Attachment A) – VPI Kahn reminded the Council that the Guided Pathways plan has been sent out to all the Councils and to Faculty Senate. We have received great feedback and all of the updates can be found at the Guided Pathways website.
   b. March industry event – South Center – VPI Kahn announced that he has been working with connecting faculty to industry around the south center. An event will be held at the Cork and Craft in Rancho Bernardo on March 22, 2018 to support this effort. Michelle Barton suggested we reach out to the Poway Chamber of Commerce to invite them.

II. Comments from Constituencies – Jose Briceño reported that he received lot of feedback around the Resource Allocation requests, mainly from others who wanted to work collaboratively on the form. Unfortunately, this is not possible with the Google forms. Kelly Falcone created a template Google document for the Resource Allocation requests, as a way for people to first work collaboratively before inputting their information into the form.

III. Approve minutes – January 31, 2018
   MSC – (Bongolan/DeSimone): The minutes for January 31, 2018 were approved and accepted into the record with an abstention from Michelle Barton.

IV. IPC Membership Discussion (IV.A.3) – VPI Kahn reported that he sent out a poll regarding membership, but significant feedback was not received. There was discussion on the role of IPC as a planning body and the intent of the planning councils. There was further discussion on planning and implementation occurring in silos at the college and adding additional members from the areas below as an attempt to be more inclusive.
   a. Add Members:
      i. Instructional Services Office Manager – Tabled.
      ii. Classified member (additional) – VPI Kahn reported that CCE is asking for an additional Classified member to serve on IPC.   There was discussion on the following:
      - Identify the Classified member as someone from Student Services
      - Define if this person will be a voting or non-voting member
      - Instructional Services faculty and Deans having a majority of the "weight" on this Council
      MSC – (Sivert/Sebring): Motion to modify the Classified member to be identified as one from Student Services, appointed by CCE/AFT.
      All in favor: 9
      Not in favor: 5
      Motion carried.
      MSC – (DeSimone/Bongolan): Motion to add a Classified member from Student Services, appointed by CCE/AFT.
      All in favor: 9

Not in favor: 5
Motion carried.
iii. ASG representative (additional) – Tabled.

   b. Service Areas – Recommendation – Tabled.
      i. ATRC – to attend in spring 2018
      ii. Director, Telecommunications – Grants
      iii. Director, IS

V. Book Club – Redesigning America's Community Colleges – Chapter 1 – The Council discussed Chapter 1 – Redesigning College Programs. Topics discussed were:
   - ADTs
   - Guided Pathways
   - Meta Majors

VI. Resource Allocation Process (I.B.6) – VPI Kahn reported that Department Chairs will be reviewing the Resource Allocation requests prior to the Deans.
   a. Review Timeline – (Attachment B)
   b. Review form
      https://docs.google.com/forms/d/e/1FAIpQLSeRmfeHLzixe0Cj4oT_qL51Mf1ATSujQKmuNubzp6Oc4b7i3A/viewform
         1. Hardware and infrastructure requests (IS)
         2. Instructional technology resources requests (ATRC)
   c. Funding Update - $120,000.00

VII. Accreditation Training (I.C.12) – VPI Kahn reported that there was Accreditation Training today from 12:30 – 2:30 p.m. in AA-140. He advised there may be more trainings in the future.

VIII. Review Faculty Prioritization Timeline – VPI Kahn reviewed the Rational for Full-Time Faculty Positions 2018-19 with the Council, which can be found here: https://www.tinyurl.com/pal-ft-rationale

IX. Gainful Employment Certificates (I.A.3) – Richard Loucks reported that we have approximately 35 programs that in aggregate have given out 4 or less certificates between 2012-2016 and we are determining whether these programs should be deactivated. A program review and deactivation memo was sent out to IPC on February 13, 2018. Richard asked that any feedback from departments be sent to him by March 8, 2018 to make the changes before the catalog is sent out. The Instructional Program Deactivation form is to be filled out for programs that are ready to be deactivated now. The form will then go to Curriculum Committee, to Faculty Senate and lastly to the Governing Board.

X. Waitlists Workgroup – Update – VPI Kahn asked that Dr. Kelly Falcone and Dr. Barb Kelber meet one more time before the end of the spring 2018 semester. Seth San Juan reported that there was an error with a wait list in one of his classes and that he informed Enrollment Services of the error.

XI. For Spring 2018 semester:
   a. PRP Presentation to Campus – VPI Kahn reported that the faculty at President Blake's previous institution presented their PRP's to their campus. He surveyed the Council to see if this was something our faculty would be interested in. There was a suggestion to create a "blast session" or "poster session" with each PRP having a 5-minute limit. There was a general consensus to create the presentation.
   b. Survey for spring 2018 – Tabled.
   c. Materials fee process – VPI Kahn reported that Richard Loucks is working on improving the material fee form. He added that the material fee approval process goes through the Department Chair and then to the Dean.

XII. FON – Faculty Hiring (III.A.7) –
   a. Process to hire outside faculty – VPI Kahn reported that our current process is set up to hire faculty that are already employed at Palomar College, but not new faculty in new disciplines.
   b. Hiring w/in our resources/needs – Tabled.

XIII.   <u>Standing Reports</u> –
     A.   <u>Accreditation</u> – Michelle Barton reported that IRP launched the mid-term report writing process. The Annual report is coming up in March 2018. The Accreditation Steering Committee will be asking IPC to consider which Accreditation Standards are related to our Council and to identify any gaps.
     B.   <u>Enrollment</u> – VPI Kahn reported that we are currently down .1% under spring 2017.
     C.   <u>3SP/SE/NC3SP/BSI</u> – Dean Sivert reported that the Basic Skills committee will be meeting tomorrow, February 15, 2018. She added that the BSI partnership is administered by Grossmont College.
     D.   <u>LOC</u> – Tabled.
     E.   <u>SPC</u> – Tabled.
     F.   <u>CTEE</u> – Tabled.
     G.   <u>PD</u> – Kelly Falcone reported that the PD Portal is back up and running.

The meeting adjourned at 4:02 p.m.

<u>Next Meeting</u>
February 28, 2018