

## Instructional Planning Council Minutes

**MEETING TYPE:**

X

**Staff**  
**Product/Project**  
**Special**

**Date:** April 11, 2018  
**Start Time:** 2:30 p.m.  
**End Time:** 4:00 p.m.  
**Location:** AA-140

**Chair:** Dean Fritch for 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, Zeb Navarro, Jim Odom, Seth San Juan, Suzanne Sebring, Justin Smiley, Susan Snow, Dr. Ellen Weller, Nicholas Vallone and David Vazquez.  
**Members Absent:** Mark Bealo, Dr. Jack S. Kahn, Dr. Kathryn Kailikole and Shayla Sivert.  
**Guests:** Kelly Helming, Dr. Najib Manea and Mike Nagtalon.  
**Recorder:** Michelle LaVigueur

Dean Fritch called the meeting to order at 2:36 p.m. She announced that the first hour of this meeting will be designated for general IPC business and the IPC Sub-Committee will be meeting at 3:30 p.m. to begin the Faculty Prioritization process.

**I. Announcements –**

- a. Dr. Barb Kelber announced that the House of Humanities event, which is open to the public will be held on Thursday, May 3, 2018 from 5:30 – 8:30 p.m. in the H building.
- b. IPC Timeline reminders – Attachment A – Dean Fritch reviewed the IPC timeline.
- c. Lunch with Palomar – Tabled.
- d. Dr. Ellen Weller announced there is a free concert every Thursday from 12:30 – 1:20 p.m. at the Howard Brubeck Theater. Tomorrow, April 12, 2018 faculty members from the Weller family band will be playing.

**II. Comments from Constituencies – None.**

**III. Approve minutes – February 28, 2018**

MSC – (Farrell/Weller): The minutes for February 28, 2018 were approved and accepted into the record with abstentions from Monica Galindo and Zeb Navarro. Corrections to Guests: spelling - Kelly Falcone. Corrections to Comments from Constituents: change “in” to “is” on the second line. Add Ellen Weller to Members Present.

**IV. Palomar College Website Redesign (III.C.1 and III.C.2) – Kelly Helming gave an update on the redesign of the Palomar College website – The Palomar.edu WOW (Wow Our Web) Redesign project which began in 2015. The Web team members are Kelly Helming, Chris Norcross, Margie Adcock, Deanna Shoop and Aaron Holmes. The four phases of the project are Discover, Design, Develop and Deploy. We are currently in the last phase of Deploy which is set to occur in late April, early May 2018 when the new theme will be migrated onto all of the college webpages (approximately 14,000 in total). The Palomar College homepage is unique and the other pages are individual WordPress sites. The new homepage is equipped with more drop-down links, a language translation feature, mobile responsiveness (mobile first; desktop second) and increased accessibility. A survey was written to find out if the design and output goals were met. There were 280 responses received from students, faculty and staff. The results showed that, “The project goals were largely to somewhat achieved; with ease-of-use and translation being the strongest and weakest points, respectively”. A Website Advisory group will be formed in the near future. Additionally, workshops will be offered for website content managers through PD.**

**V. IPC Membership – Attachment B – Dean Fritch reported that this item went to SPC for 1<sup>st</sup> Reading on March 20, 2018 and there was discussion around the additional AA positions. It came back for 2<sup>nd</sup> Reading at SPC on April 3, 2018 and was tabled. It is being brought back today as Information to explain the concerns brought up at SPC and is scheduled for 2<sup>nd</sup> Reading at SPC on April 17, 2018. There was discussion and concern around the balance of faculty verses non-faculty members on IPC.**

**VI. Resource Requests update & Plan (I.B.9) – Dean Fritch reported that Instruction allocated \$120,000 from Lottery and Block Grant funds to cover the resource requests. We received over 100 resource requests totaling over 1**

million dollars. The Department Chairs worked with their Deans to share the requests. Then, the Deans met with the VPI to prioritize the requests. Each division's top three requests will be funded, except for CTEE. CTEE will receive funding for their top request. Six areas will be funded under BSI and four requests from Languages & Literature will be funded from AEBG.

- VII. Tentative Perkins Allocation – Dean Fritch reviewed the Tentative Perkins Allocation for 2018-19.
- VIII. Book Club – Redesigning America's Community Colleges – Chapters 3 & 4 – Tabled.
- IX. Connecting SWF and Perkins to the process – Dean Fritch reported that they are working on connecting the Strong Workforce and Perkins processes. Next year, we will know if Strong Workforce and Perkins funds are available before the PRP resource requests process begins.
- X. Certificates Program Review (I.A.3) – Richard Loucks – Dean Fritch handed out the updated At-Risk Certificate Evaluation and Deactivation list.
- XI. Waitlists Workgroup – Update – Tabled.
- XII. FON – Faculty Hiring (III.A.7) – Tabled.
  - a. Process to hire outside faculty
  - b. Hiring w/in our resources/needs
- XIII. Standing Reports –
  - A. Accreditation – Tabled.
  - B. Enrollment – Tabled.
  - C. 3SP/SE/NC3SP/BSI – Tabled.
  - D. LOC – Tabled.
  - E. SPC – Tabled.
  - F. CTEE – Dean Fritch reported on the Regional Oversight Committee (ROC), which reports to SDICCCA. The Strong Workforce funding from the state increased from 200 million last year to 240 million this year. On March 29, 2018 the college received notification from the Chancellor's Office that several of our Career Technical Education programs have been named as Strong Workforce Stars because they have outstanding post-college outcomes in employment, earnings gains, and regional living wages. Several programs have earned the Bronze, Silver, and Gold Stars recognition because graduates attained one or more of the following thresholds for economic mobility:
    - An increase in earnings by 50% or more
    - Attainment of the regional living wage by 70% or more
    - 90% or more are employed in a job similar to their field of study
  - G. PD – Tabled.

The meeting adjourned at 3:30 p.m. to allow the IPC Sub-Committee to meet.

**Next Meeting**  
**April 25, 2018**