



## Instructional Planning Council

### Minutes

MEETING TYPE:

X

Staff  
Product/Project  
Special

Date: May 9, 2018  
Start Time: 2:30 p.m.  
End Time: 4:00 p.m.  
Location: MD-155C

**Chair:** Dr. Jack S. Kahn

**Members Present:** Dr. Glyn Bongolan, José Briceño, Sarah DeSimone, Marlene Forney, Margie Fritch, Monica Galindo, Dr. Barb Kelber, Jim Odom, Seth San Juan, Shayla Sivert, Justin Smiley, Susan Snow, Nicholas Vallone, Ellen Weller and David Vazquez.

**Members Absent:** Mark Bealo, Katy Farrell, Dr. Kathryn Kailikole, Dr. Pearl Ly, Zeb Navarro and Suzanne Sebring.

**Guests:** Dr. Kelly Falcone, Richard Loucks and Nichol Roe.

**Recorder:** Michelle LaVigueur

Jack S. Kahn, Ph.D. called the meeting to order at 2:33 p.m.

I. Announcements –

- a. Dr. Ellen Weller announced the Faculty Dance Concert will be May 11 – 13, 2018 at the Howard Brubeck Theatre: <http://www.palomarperforms.com/event/faculty-dance-6/all/> She added that the Spring Spectacular will be May 18 & 20, 2018 at the Howard Brubeck Theater: <http://www.palomarperforms.com/event/spring-spectacular/2018-05-20/>
- b. Dr. Barb Kelber announced that the Bravura Gala will be held on May 21, 2018 at 5:30 p.m. in the Studio Theater.
- c. VPI Kahn thanked our ASG representative, Nick Vallone for his conscientious and thoughtful participation on IPC this year. Nick is a Phi Theta Kappa (PTK) member and will be transferring to UC Riverside in fall 2018, majoring in Business Administration with a concentration in Accounting.

II. Comments from Constituencies – None.

III. Approve minutes – April 25, 2018

MSC – (Bongolan/Weller): The minutes for April 25, 2018 were approved and accepted into the record with abstentions from Sarah DeSimone, Dr. Barb Kelber and Shayla Sivert.

IV. New Division/Department Names:

- a. Math, Science & Engineering – VPI Kahn reported that the Mathematics & the Natural and Health Sciences Division has requested to change their Division name to the Math, Science & Engineering Division. There was a consensus among the Council to change the name of the Division. This will go to SPC as Information on May 15, 2018.
- b. Workforce, Community & Continuing Education – Associate Dean Roe requested to change the name of their two departments: *Workforce Development and Extended Studies* and *Occupational Noncredit Programs* to one department name: *Workforce, Community & Continuing Education*. There was a consensus among the Council to change the name of the departments. This will go to SPC as Information on May 15, 2018.

V. Faculty Position Requests & Prioritization for 2019-20 – Re-Vote (Attachment A) – VPI Kahn reported that the IPC Hiring Sub-Committee re-voted on the Faculty Position Requests and approved the following list, which removed only the Fire position. The reason for the removal of the Fire position on this list is that there is currently a faculty member employed in this position and the positions on this list are to fill vacancies.

1. Nursing
2. Chicano Studies
3. ESL
4. Photo
5. DBA – Radio Broadcast

6. EME (Simulation)
7. Art History
8. Computer Science
9. Cinema

MSC - (Bongolan/Kelber): A motion was made to approve this list titled “Final Rankings for Faculty Hiring – 2019-20”, with the caveat that the IPC Hiring Sub-Committee would reconvene if the Superintendent/President would like to hire more than nine faculty in 2019-20. Motion unanimously passed.

VPI Kahn reported that all full-time proposed faculty positions will come to the IPC Hiring Sub-Committee in the future, even if they are seeking an alternate funding source. He added that in fall 2018, IPC will work to create an “off-cycle and/or outside department hire” recommendation process and/or policy.

- VI. DRC’s New E-form for Test Delivery – Dr. Shauna Moriarty reported that the Disability Resource Center (DRC) is “Going Green” by allowing faculty members to deliver exams to the DRC by using the Exam Submission on the [DRC website](#). Now, rather than filling out the blue envelope and hand-delivering the exam to the DRC, faculty members are invited to submit their exams via a short electronic form accessible on their website. The electronic form will be delivered directly to the DRC proctor at [DRCproctor@palomar.edu](mailto:DRCproctor@palomar.edu). She advised that faculty may still use the blue envelopes if they wish.
- VII. Book Club – Redesigning America’s Community Colleges – Chapters 3 & 4 – Tabled.
- VIII. Certificates Program Review (I.A.3) – Richard Loucks reported that the certificate program review project is complete and IPC was instrumental in assisting with deactivating 26 programs this year. VPI Kahn reported that the certificate program review will take place each year as a normal practice.
- IX. Waitlists Workgroup – Update – Dr. Kelly Falcone reported that waitlists were discussed during the STRATA group sessions today. The Council had concerns that the waitlists stop rolling two days before the class start date. There was discussion on the information in PeopleSoft being run manually versus automatically. Dr. Falcone and Dr. Kelber will meet with Dr. Magnuson on these points and report back out at the next IPC meeting in the fall.
- X. Allocation Workgroup – Tabled.
- XI. For Fall 2018 Semester – Tabled.
  - a. PRP Presentation to Campus
  - b. Materials fee process and form – Richard Loucks
  - c. Process to hire outside faculty
- XII. New Forms & Process – VPI Kahn reported that there were changes made this year to the PRP and Resource Allocation forms. He added that two years ago, the PRP and Resource Allocation process was split with PRP’s being completed in the fall and Resource Allocations completed in the spring. One of the reasons for the split was a concern that PRPs were being written with a focus on requesting resources instead of on program review. He advised that doing them separately may have created more work and asked the Council’s opinion about combining them again with emphasis on improving the PRP portion and reducing the size of the Resource Allocation portion (both to include pre-loaded data). Dean Sivert and Dean Smiley reported that doing them separately resulted in them having better discussions with their Department Chairs around Program Review. There was discussion about updating both forms to be less cumbersome with more meaningful, cleaner and organized formatting. VPI Kahn reported that a Workgroup will research models over the summer and report back out in the fall.
- XIII. IPC Membership Governance Structure – Attachment A – VPI Kahn reported that this item went to SPC for 1<sup>st</sup> reading on March 20, 2018 and there was discussion around adding the additional AA positions. It came back for 2<sup>nd</sup> reading at SPC on April 3, 2018 and was tabled. He requested that we amend the IPC Governance Structure Group Request that we voted on and approved at IPC on February 28, 2018 to reflect adding only one more Classified Unit Employee and one Professional Development Coordinator to the membership at this time.

MSC - (Kelber/Bongolan): A motion was made to amend the IPC Governance Structure Group Request voted on and approved at IPC on February 28, 2018 to reflect adding only one more Classified Unit Employee and one Professional Development Coordinator:

Add: One Classified Unit Employee and One Professional Development Coordinator. Motion passed unanimously.

XIV. Standing Reports – Tabled.

- A. Accreditation –
- B. Enrollment –
- C. 3SP/SE/NC3SP/BSI –
- D. LOC –
- E. SPC –
- F. CTEE –
- G. PD –

The meeting adjourned at 4:03 p.m.

**Next Meeting**  
**August 22, 2018**