



Instructional Planning Council

Minutes

MEETING TYPE:

X

Staff
Product/Project
Special

Date: August 22, 2018
Start Time: 2:30 p.m.
End Time: 4:00 p.m.
Location: AA-140

Chair: Dr. Jack S. Kahn

Members Present: Richard Albistegui-Dubois, Michelle Barton, Mark Bealo, Dr. Glyn Bongolan, Sarah DeSimone, Kelli Donaghy, Kelly Falcone, Katy Farrell, Marlene Forney Margie Fritch, Monica Galindo, Dr. Barb Kelber, Dr. Pearl Ly, Zeb Navarro, Jim Odom, Seth San Juan, Suzanne Sebring, Shayla Sivert, Justin Smiley and Susan Snow.

Members Absent: Dr. Ellen Weller.

Guests: Richard Loucks, Dr. Najib Manea, Grace Robertson and Nichol Roe.

Recorder: Michelle LaVigueur

VPI Kahn called the meeting to order at 2:31 p.m.

I. Announcements –

- a. IPC Timeline reminders – VPI Kahn announced that the IPC timeline will be available at the next IPC meeting on September 12, 2018.
- b. Lunch with Palomar – VPI Kahn reported that this is an opportunity for Palomar College faculty to visit our local high schools twice a month in the San Marcos Unified School District to discuss and promote their academic programs. Students, staff and faculty gather for lunch in an informal setting and our faculty make presentations, provide materials and answer questions about their disciplines and/or career opportunities in their field. This academic year has nearly filled up, with only May 2019 currently available. Information is accessible here: https://docs.google.com/document/d/1V6NhCdZOk-ohTxMYqZtUs3vXBD920_ZLNcbFL2z6O5E/edit?usp=sharing
- c. Mark Bealo reported that Drone Con held in July was a huge success with 250 in attendance and they are aiming to reach 500 next year.

II. Comments from Constituencies – None.

III. Approve minutes – May 9, 2018

MSC – (Fritch/Smiley): The minutes for May 9, 2018 were approved and accepted into the record with abstentions from Mark Bealo, Katy Farrell and Zeb Navarro.

IV. Reverse Transfer – VPI Kahn announced that our funding formula is changing as of this year. In the past, we were funded 100% through FTES. Starting this year, we will be funded based on FTES, number of students receiving financial aid and number of students making steady progress towards degree or certificate completion. In reverse transfer, associates degrees are awarded to students who have transferred to obtain their bachelor's degree before they complete the requirements for an associate degree at a two-year institution. Credits are transferred from the four-year institution to the two-year institution and the degrees are offered from the two-year institution to the student without the student applying for them. VPI Kahn reported that students who receive their AA degrees are more likely to complete their 4-year degree. VPI Kahn met with the Vice Chancellor at CSUSM and members of Mira Costa College around implementing this process. The plan is to implement reverse transfer in the next couple of years to assist students and increase our completion rates.

V. Plenary – Review (III.A.8) – VPI Kahn and Dr. Kelly Falcone thanked those who assisted with the Plenary events.

VPI Kahn asked for feedback on Plenary and the following points were noted:

- Scheduling activity was revealing to be put in the role of the student and it caused faculty to have empathy for the students
- Guided Pathways segment was amazing
- Lunch was great
- Videos were great and audio needs some work on the livestream

- Classified staff were glad to attend and understand more of what they had been hearing about around campus
 - Mark Bealo voiced his concern regarding the current campus climate and Dr. Barb Kelber voiced her concern regarding portions of the President's speech at the General Session
- VI. Guided Pathways (II.C.6) – VPI Kahn reported that the Guided Pathway workgroup has been meeting all summer and continues to meet. He added that anyone can participate in the workgroup. They are working on creating Major Maps which will come through the Curriculum Committee. The workgroup will also be looking at all of our certificates. Some may be added or removed based on need. Last year, we discontinued programs and certificates that had less than five completions in a four year period. Richard Loucks asked the committee to get in contact with him before the next meeting if they would like the Council to consider a different set of measurement parameters to use to discontinue a program or certificate.
- VII. Review ALL Forms (update) –
- a. Improving Forms - VPI Kahn reported that he, Dr. Kelly Falcone, Katy Farrell, Michelle LaVigueur, Wendy Nelson and Dean Smiley have spent many hours over the summer updating the IPC forms with the intent of removing overlap, condensing data and adding needed Accreditation and Guided Pathway information. VPI Kahn added the non-faculty position information has been added back into the form. He also reported that one of our recommendations in the PRP will be for the department or program to review their budgets. He noted that the changes to the forms may be implemented this year, but we may need to improve the forms this year and implement the new forms next year. Mark Bealo offered to join the group and assist with creating the new forms.
- VIII. Waitlists Workgroup – Review – VPI Kahn reported that we made some progress last year with the Waitlist Workgroup and asked the Council if we would like to continue with the Workgroup. There was consensus among the Council to continue the Workgroup which will be led by Dr. Kelly Falcone and Dr. Barb Kelber.
- IX. Scheduling Improvement - Workgroup Review (II.A.6) – VPI Kahn reported that he has been meeting with Dr. Barb Kelber and Susan Snow to have them view the scheduling improvement tool in order for them to assist in improving the process and provide feedback to other faculty members and the deans.
- X. Going Green – agendas/minutes – VPI Kahn reported that we currently print agenda and minutes and asked the Council if they were in favor of viewing them on an electronic device going forward. There was consensus among the Council to discontinue printing the agendas and minutes.
- XI. Standing Reports –
- A. AB 705 – Dr. Barb Kelber reported that the English department is no longer offering English 10. English 50A has filled 16 sections and fewer English 50 classes have capped. She added that there may be students in English 100 who need support. She advised members to get the word out to these students that they can come to her or to the Writing Center for additional support. Dean Sivert reported that English is 96.5% full.
 - B. Accreditation – Michelle Barton reported that the midterm report is drafted and it will be taken for a First Reading on Friday, August 24, 2018 at the Accreditation Steering Committee. She advised that the use of Board Docs will assist them with searching for accreditation evidence in the future.
 - C. Enrollment – VPI Kahn reported that enrollment is currently up 1.75%.
 - D. Student Equity and Achievement program (SEA) – Dean Sivert reported that the BSI, 3SP, Non-Credit 3SP and Student Equity plans were integrated to form the Student Equity Achievement program (SEA) and the responsibility for this program falls under the VPSS.
 - E. LOC & Curriculum – Katy Farrell reported that LOC is now a sub-committee of Curriculum Committee. She reported that there will be a call going out for three faculty members at-large. The sub-committee will be updating resources and simplifying processes. She added that all of the Learning Outcomes are now in Canvas.
 - F. SPC – Michelle Barton reported that the Educational Master Plan update will be presented for First Reading at SPC on September 4, 2018. It will then be posted on the SPC website. She encouraged everyone to read it and send any feedback to her or Marti Snyder.
 - G. CTEE –
 - o Dean Fritch reported that they are working with a marketing firm called Civilian to assist in developing a career educational landing page. They have also been holding many career fairs, with the largest most recently in Escondido which had approximately 6,000 in attendance. She also reported that in the Governor's budget this year, \$150 million of Strong Workforce funds have been set aside for high school partners, which will come to us through the region.

- Suzanne Sebring thanked everyone who supported the Transitions program over the summer. She reported that 22 students started in the program, 1 did not persist, 21 persisted, 2 successfully completed one class, 19 completed the entire program, 19 enrolled in fall 2018 with 15 of those enrolling full-time. This semester, we are holding four classes at the Vista Detention Facility.
- H. PD – Dr. Kelly Falcone reported that this was the biggest Plenary we have ever had, with 380 people registered for workshops on Thursday, August 16th and 570 registered for workshops on Friday, August 17th. She thanked Michelle LaVigueur for her assistance this year. She also reported that they are holding a public series in October 2018 called Black Minds Matter, with over 200 institutions across the nation joining. It will be facilitated through San Diego State University (SDSU) with Hossna Sadat leading the training. If the series is completed, a certificate from SDSU will be issued. To register, go to the PD Portal: <https://www2.palomar.edu/pages/pd/>
- I. ROC update – Dr. Glyn Bongolan presented the site: www.careered.org. She asked the Council to ensure that links are directing to the correct websites for Palomar College. The path from this site is: Colleges > Colleges Overview > Palomar College > Explore Programs and then click on the + sign. From there, the programs are listed. She advised members to let her know if any link is incorrect and she will let the group called Civilian that is working on the website know to correct it. The San Diego Workforce Partnership County (career centers) has also identified the following priority sectors for jobs: <https://workforce.org/priority-sector-jobs/>

The meeting adjourned at 4:00 p.m.

Next Meeting
September 12, 2018