Instructional Planning Council
Minutes

MEETING TYPE:	X	**Staff**	**Date:**	September 12, 2018
		Product/Project	**Start Time:**	2:30 p.m.
		Special	**End Time:**	4:00 p.m.
			Location:	AA-140

Chair:	Dr. Jack S. Kahn
Members Present:	Richard Albistegui-Dubois, Mark Bealo, Dr. Glyn Bongolan, Kelly Donaghy, Kelly Falcone, Katy Farrell, Marlene Forney, Dr. Barb Kelber, Dr. Pearl Ly, Zeb Navarro, Seth San Juan, Shayla Sivert, Justin Smiley, Angela Smith, Susan Snow and Dr. Ellen Weller.
Members Absent:	Michelle Barton, Sarah DeSimone, Margie Fritch, Jim Odom, and Suzanne Sebring,
Guests:	Richard Loucks, Grace Robertson, Nichol Roe and Connie Sterling.
Recorder:	Michelle LaVigueur

VPI Kahn called the meeting to order at 2:34 p.m.

I.   Announcements –
   a.   IPC Timeline reminders – VPI Kahn reported that a workgroup met over the summer and has made much progress on integrating and improving our PRP form by eliminating redundancy and adding needed Accreditation and Guided Pathways information. The form also folds in the Resource Allocation and Faculty Rationale to create one document instead of three. A proposed PRP process for 2018-19 was disseminated. Dr. Kelly Falcone advised that past practice has been completing the PRP's in the fall and the Resource Allocation and Faculty Rationale in the spring. She reported that much energy will be focused on the degree and certificate curriculum maps this fall through our Guided Pathways work and asked the Council for feedback around completing the new form in the spring with it available in November or December 2018. This would allow the Council the fall semester to review and make recommendations on the new form. VPI Kahn asked if the Council would vote on:
   - moving the PRP process to the spring to allow faculty, department chairs and deans to focus on curriculum mapping in the fall
   - inviting members from IPC and more Department Chairs to assist with improving the new form this fall to combine the three forms and reduce redundancy

   MSC – (Albistegui-Dubois/Kelber): To move this item to Action Item/First Reading.

   MSC - (Bealo/Albistegui-Dubois): In Fall 2018-19 IPC will work on finalizing the single combined document, with the goal to provide the one combined PRP process to departments in November/December 2018 to begin their work, with the expectation to have the single combined PRP document completed in Spring 2019.

II.   Comments from Constituencies –
   a.   MSE – Susan Snow passed out silver and gold Hershey kisses and gave a description of a statistical analysis she uses them for in her Math 54 class.
   b.   Members of the Council reported concerns with the Bookstore and the following points were noted:
   - items were not available that faculty had ordered
   - some orders were not turned in on time or may have been changed last minute
   - electronic ordering has been introduced and may be implemented institutionally
   - provide students with alternative ways to obtain materials if they are in between with Financial Aid

   VPI Kahn advised that he will schedule a meeting with the Bookstore manager and report to the Council any solutions they arrive at.
   c.   Dr. Ellen Weller asked if there is currently one body that oversees all of our Computer labs on campus. Dean Smiley reported that he is currently working on mapping our specialized labs and our computerized labs to see when they are open and if there are gaps. He added that Carrie Espinoza-Villanueva, the SARS

Administrator in Counseling is also working with Computer lab staff to see if the SARS system can track lab usage.

III.   <u>Approve minutes</u> – August 22, 2018
MSC – (Bongolan/Kelber): The minutes for August 22, 2018 were approved and accepted into the record with abstentions from Connie Sterling and Richard Albistegui-Dubois. Mark Bealo requested a change to "V. <u>Plenary – Review (III.A.8)</u>", bullet number six to read: "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."

IV.   <u>Certificate and Degree Review (II.A.1)</u> – Richard Loucks reported that he received the completion information from the IRP office for another four year period and he will be forward that information to the Council. He asked the Council be sure and keep the SLO information up to date for all certificates and degrees. VPI Kahn reported that the Curriculum Committee is reviewing courses that have not been offered in some time and that the Learning Outcomes subcommittee now reports to the Curriculum Committee. He added that when we begin mapping, it ought to be around programs that are currently being offered.

V.   <u>Prioritizing Accredited Hires</u> – Tabled.

VI.   <u>IPC Groups</u>– Tabled.

VII.   <u>Review ALL Forms (I.A.4)</u> – Tabled.

VIII.   <u>New Programs: Committee or Subcommittee vote:</u> - VPI Kahn reminded the Council that last year the Curriculum Committee found a form that was approved by the Faculty Senate in 2006 titled *Process for New Instructional Program Approval* which shows the process we should be following for new program activation. The Curriculum Committee has been cleaning it up to streamline the process. He asked the Council if they would like to vote for new programs via a New Programs Oversite Committee or Subcommittee since Curriculum Committee is not a planning group. The Council suggested that neither a committee nor subcommittee is necessary, and that new programs can be brought to IPC for vote. There was consensus among the Council to bring this back as an Action Item/ First Reading on September 26, 2018.

IX.   <u>Waitlists Workgroup – Review</u> – Tabled.

X.   <u>Scheduling Improvement - Workgroup Review (II.A.6)</u> – Tabled.

XI.   <u>Standing Reports</u> – Tabled.
    A. <u>AB 705</u> –
    B. <u>Accreditation</u> –
    C. <u>Enrollment</u> – VPI Kahn introduced the new Palomar Data Dashboard located on the IRP website: https://www2.palomar.edu/pages/irp/palomar-data-dashboard/ The information is updated every day and provides year over year comparisons by semesters. Information can also be filtered by department, discipline and class.
    D. <u>Guided Pathways (II.C.6)</u>
    E. <u>LOC & Curriculum</u>
    F. <u>Student Equity and Achievement program (SEA)</u> –
    G. <u>SPC</u> –
    H. <u>CTEE</u> –
    I. <u>PD</u> –
    J. <u>ROC update</u> –

The meeting adjourned at 4:02p.m.

<u>Next Meeting</u>
September 26, 2018