



Instructional Planning Council

Minutes

MEETING TYPE:	<input checked="" type="checkbox"/>	Staff	Date: September 26, 2018
	<input type="checkbox"/>	Product/Project	Start Time: 2:30 p.m.
	<input type="checkbox"/>	Special	End Time: 3:00 p.m.
			Location: AA-140

Chair: Dr. Jack S. Kahn

Members Present: Dr. Richard Albistegui-Dubois, Michelle Barton, Mark Bealo, Dr. Glyn Bongolan, Sarah DeSimone, Kelly Donaghy, Kelly Falcone, Katy Farrell, Marlene Forney, Jim Odom, Seth San Juan, Suzanne Sebring, Shayla Sivert, Justin Smiley, Angela Smith, Susan Snow and Dr. Ellen Weller.

Members Absent: Margie Fritch, Dr. Barb Kelber, Dr. Pearl Ly and Zeb Navarro.

Guests: Richard Loucks and Nichol Roe (designee for Margie Fritch).

Recorder: Michelle LaVigueur

VPI Kahn called the meeting to order at 2:30 p.m.

- I. Announcements –
 - a. IPC Timeline reminders – VPI Kahn summarized the email that he sent out on September 25, 2018 to the Instructional Services Division regarding the Faculty Hiring Update:
 - i. Last year when we were prioritizing positions to recommend for hire, we did so under an assumption that we would not be pulling FTES into the summer because we wanted to leave summer FTES for FY 18-19 as that would have been our last year coming out of stability/restoration, setting Palomar College with a new base FTES. Now with the new Student Center Funding Formula (SCFF), we needed to move summer FTES into the FY 17-18 budget year to maximize our base moving forward. The FON calculations are based upon us now having pulled FTES back into FY 17-18. As a function of these two items (FTES pulled back and SCFF), the faculty hires we did for FY 17-18 are inefficient for the FON. The good news is that our FON increased (with more FTES) and we will now need to hire 8 additional FT Faculty to be compliant with the FON. The 8 positions that we were originally going to use for FY 19-20 hiring are going out for recruitment now to join us in spring 2019. Also, the state budget includes increased funding for faculty hires and anticipated retirees, which is great news. IPC has 16 positions left from the list we generated last year and we will be hiring all 16 of these positions in spring 2019 to join us in the fall of 2019.

He added that in the IPC Hiring Subcommittee today, they will discuss how to prioritize more faculty for 2019-20 hires.
- II. Comments from Constituencies – None.
- III. Approve minutes – September 12, 2018
 MSC – (Bongolan/Sebring): The minutes for September 12, 2018 were approved and accepted into the record with an abstention from Michelle Barton.
- IV. Certificate and Degree Review (II.A.1) – Richard Loucks reported that we are reviewing the at-risk programs this year in the fall and he passed out a tentative list of programs that received less than 7 awards over a 5-year period. He added that he would like to work with Katy Farrell to review how many programs on the list do not have SLO's and to review performance on programs that are not on the list that do not have SLO's. There was discussion around the procedures for deactivating certificates, reviewing areas with smaller disciplines and using degree audit. Richard added that the intent of the list is to thoughtfully review the programs to ensure they are current and meeting the needs of the students and the community.
- V. Prioritizing Accredited Hires –

- a. Splitting out “Accredited” Programs from Prioritization – VPI Kahn explained that we have some programs at the college that have accreditation requirements which require a certain number of full-time faculty positions to be filled at all times in order to keep those programs running. He recommended that if any of those faculty positions become vacant and need to be filled, that they automatically go forward for recommendation to the President to be hired and not be included in the Faculty Prioritization process. There was consensus among the Council to move forward with his recommendation with the caveat that if one of those programs did request a position that was not required as part of the accreditation requirement, it would be included in the Faculty Prioritization process.

- VI. Review ALL Forms (I.A.4) – Tabled.
 - a. Improving Forms
 - b. Non-Instructional form (ours and new one) and new process
- VII. New Programs: Committee or Subcommittee vote – Tabled.
- VIII. Waitlists Workgroup – Review – Tabled.
- IX. Scheduling Improvement - Workgroup Review (II.A.6) – Tabled.
- X. Standing Reports – Tabled.
 - a. AB 705 –
 - b. Accreditation –
 - c. Enrollment –
 - d. Guided Pathways (II.C.6)
 - e. LOC & Curriculum
 - f. Student Equity and Achievement program (SEA) –
 - g. SPC –
 - h. CTEE –
 - i. PD –
 - j. ROC update –

The meeting adjourned at 3:00 p.m.

Next Meeting
October 10, 2018