



## Instructional Planning Council

### Minutes

<b>MEETING TYPE:</b>	<input checked="" type="checkbox"/>	<b>Staff</b>	<b>Date:</b> October 10, 2018
	<input type="checkbox"/>	<b>Product/Project</b>	<b>Start Time:</b> 2:30 p.m.
	<input type="checkbox"/>	<b>Special</b>	<b>End Time:</b> 4:00 p.m.
			<b>Location:</b> AA-140

**Chair:** Dr. Jack S. Kahn  
**Members Present:** Dr. Richard Albistegui-Dubois, Dr. Glyn Bongolan, Kelly Donaghy, Dr. Kelly Falcone, Katy Farrell, Marlene Forney, Dr. Barb Kelber, Dr. Pearl Ly, Seth San Juan, Shayla Sivert, Justin Smiley, Angela Smith, Susan Snow and Dr. Ellen Weller.  
**Members Absent:** Michelle Barton, Mark Bealo, Sarah DeSimone, Margie Fritch, Zeb Navarro, Jim Odom and Suzanne Sebring.  
**Guests:** Dr. Kendyl Magnuson, Jackie Martin, Lakshmi Paranthaman and Marti Snyder.  
**Recorder:** Michelle LaVigueur

VPI Kahn called the meeting to order at 2:32 p.m.

- I. Announcements –
  - a. IPC Timeline reminders – VPI Kahn announced that the faculty prioritization request data for the additional 2019-20 hires are ready for the IPC Sub-Committee to vote on. IPC will be meet from 2:30 – 3:00 p.m. on October 24, 2018 to allow the IPC Hiring Sub-Committee to meet that day from 3:00 – 4:00 p.m. He reminded those who are on the sub-committee to please have their votes in by October 16<sup>th</sup> at 9:00 a.m.
  
- II. Comments from Constituencies – None.
  
- III. Approve minutes – September 26, 2018  
 MSC – (Kelber/Bongolan): The minutes for September 26, 2018 were approved and accepted into the record.
  
- IV. Certificate and Degree Review (II.A.1) – Tabled.
  
- V. New Program – VPI Kahn reminded the Council that IPC ultimately reviews any new programs and we are discussing an official process of review today (IPC or sub-committee review). He asked that the Council review Jackie Martin and Lakshmi Paranthaman’s proposal of adding TMC Law, Public and Society AA-T under the discipline Legal Studies with a focus on costs, room for the program and regional needs. Jackie Martin reported that this program was finalized at the state level in 2016. This interdisciplinary transfer degree provides the preparatory skills and knowledge for a variety of majors related to careers in law, public policy and public administration. She added that this program also incorporates the 7 Required Course Pattern from Pathways to Law School. Lakshmi Paranthaman reported that there is a programming component, mentoring component and an L-SAT component. She advised that it also reaches down to the high school level and could possibly include dual or concurrent enrollment. She added that there are other community colleges participating and SDSU is already interested which will give our students priority. There was a vote to approve this program and the majority voted yes, with two no votes.
  
- VI. SPPF IPC Funds – FY 2018-19 in the amount of \$57,084 (0811909)
  - a. Teaching Center for Excellence SPPF funds - needs \$11,500 (0811857)
  - b. Team Work Assessment SPPF funds - needs \$2,500 (0811859)
 VPI Kahn reported that a portion of the SPPF funds for the Teaching Center for Excellence and the Team Work Assessment were spent during the time frame allocated, but there is still work to be completed on the Teaching Center for Excellence that would be finished by spring 2019. Marti Snyder added that \$3,700 was actually needed on the Team Work Assessment to pay for work faculty had completed over summer 2018. There was discussion around approving these requests as is, further discussing other projects we would like to complete before approving these requests and using Guided Pathways funds to pay for the Teaching Center for Excellence and only approving the Team Work Assessment request.

MSC – (Kelber/Weller): A motion was made to approve \$11,500 to support the Teaching Center for Excellence SPPF request (0811857) and \$3,700 to support the Team Work Assessment SPPF request (0811859) for a total of \$15,200 from IPC’s current year SPPF funds of \$57,084 (0811909), leaving a balance of \$41,884 that the Council will discuss how to allocate.

Motion carried with one no vote and one abstention.

VII. Review ALL Forms (I.A.4)

- a. Improving Forms - VPI Kahn reported that he has been meeting with faculty and Deans to improve the PRP forms for next year.
- b. Non-Instructional form (ours and new one) and new process – Tabled.

VIII. New Programs: Committee or Subcommittee vote – VPI Kahn reported that the new program we reviewed and voted on today was one method of vetting new programs through the Council. He added that another option would be to develop a sub-committee and have them report out to IPC on any new programs. There was a suggestion for IPC to develop a list of standard questions to ask those who are proposing a new program. There was discussion around IPC reviewing new programs as a group and revisiting a sub-committee idea at a later date. There was also discussion around stackable certificates and whether they would be considered “new programs”.

MSC - (Snow/Farrell): A motion was made that all new programs as defined by CurricUNET and the Chancellor’s Office (including stackable certificates) and proposed through the program activation process will to come to IPC for discussion.

Motion carried.

IX. Waitlists Workgroup – Review – Dr. Kendyl Magnuson reported that he met with Dr. Kelly Falcone and Dr. Barb Kelber last week to discuss ideas around waitlists. He added that Student Services hired consultants that have helped them to research and learn more about PeopleSoft capabilities. They are looking at a new process that would include every class having a waitlist. In this process, the waitlist would run with auto-enroll up to a point (i.e. 2 days) before the class starts. At that point, we would re-confirm via email and in eServices with the student that they would still like to stay on the waitlist. Their confirmation or non-confirmation would show up on the waitlist. If they do not re-confirm, they will not have the option to be moved to enrollment. Faculty will not be enrolling the students, but will only be allowing them to move to the enrollment process via waitlists by re-confirming; an auto-enroll from the waitlist. Faculty will also have the option of clearing out students who are not re-confirmed on the waitlist during the first day of class, allowing students who may be crashing a class to enroll. VPI Kahn asked that the workgroup create a draft of this possible new waitlist procedure to vet through the Council and Faculty Senate. Dr. Kelly Falcone advised that there is a draft already in progress and she will send it out to the Council.

X. Scheduling Improvement - Workgroup Review (II.A.6) – Tabled.

XI. Faculty Hiring Process – Proactive work update – Tabled.

XII. 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 4:02 p.m.

**Next Meeting: October 24, 2018**