



Instructional Planning Council

Minutes

MEETING TYPE:

X

Staff
Product/Project
Special

Date: November 14, 2018
Start Time: 2:30 p.m.
End Time: 4:00 p.m.
Location: AA-140

Chair: Dr. Jack S. Kahn

Members Present: Dr. Richard Albistegui-Dubois, Michelle Barton, Dr. Glyn Bongolan, Sarah DeSimone, Kelly Donaghy, Dr. Kelly Falcone, Jenny Fererro, Marlene Forney, Margie Fritch, Dr. Barb Kelber, Dr. Pearl Ly, Jim Odom, Seth San Juan, Shayla Sivert, Justin Smiley, Susan Snow and Dr. Ellen Weller.

Members Absent: Mark Bealo, Katy Farrell, Zeb Navarro, Suzanne Sebring and Angela Smith.

Guests: Richard Loucks, Dr. Kendyl Magnuson and Rachel Miller.

Recorder: Michelle LaVigueur

VPI Kahn called the meeting to order at 2:35 p.m.

- I. Announcements – VPI Kahn reminded the Council that PRP's will be completed in spring 2019 as we are currently working on program maps. He asked that this information be forwarded to disciplines and constituent groups.
- II. Comments from Constituencies –
 - a. Dr. Ellen Weller reported that discipline experts in Music were hesitant in making General Education (GE) recommendations on the program maps. VPI Kahn advised that Counselors are available at all of the mapping workshops to assist faculty with recommendations around GE. He added that the program maps are recommendations, and an education plan is then created for the student with a counselor. He also noted that the interaction between faculty and counselors is important and helpful.
 - b. Dr. Glyn Bongolan asked where librarians and counselors stood in regards to hiring. Michelle Barton reported that she is finalizing the FON. She added that IPC and SSPC established a baseline formula many years ago citing that when the amount of full-time instructional faculty reached a certain number, then additional librarians and counselors would be hired. VPI Kahn reported that he will look into this and report back at the next IPC meeting on November 28, 2018.
- III. Approve minutes – October 24, 2018
MSC – (Bongolan/Fritch): The minutes for October 24, 2018 were approved and accepted into the record with an abstention from Seth San Juan.
- IV. Certificate and Degree Review (II.A.1) – Richard Loucks reported that a list of 24 programs with 7 or fewer awards given in the past 5 years was sent out last week to Department Chairs and Deans. He added that a "Yes" or "No" response on whether each program should be deactivated are due by November 30, 2018.
- V. New Programs – List of Standard Questions – Attachment A – Tabled.
- VI. Presenting Program Reviews – Tabled.
- VII. CCSSE Results – Rachel Miller presented the Community College Student Survey Engagement (CCSSE) results which was already presented at SPC. The survey was conducted to 80 classes in spring 2018, with 1,247 respondents. A document titled *Faculty Predictions Exercise* was handed out along with the *CCSSE Benchmark Question Sets*. She asked the Council to read through the questions and answer them based on what they believed the students' responses would be. She gave an overview of CCSSE methodology, results, key findings, conclusions and discussions. She advised that we have been using CCSSE since 2004 to measure student engagement. The survey included 5 benchmarks which are Active and Collaborative Learning, Student Effort, Academic Challenge, Student-Faculty Interaction and Support for Learners and a Special Focus on Academic Mindset. She reviewed the Student Demographics and Benchmark scores for Palomar College verses other colleges with more than 15,000

students, noting 5 point differences. There was discussion around using this data to initiate positive change at the college. VPI Kahn asked IRP to come back to the next meeting to continue this discussion.

- VIII. SPPF IPC Funds – FY 2018-19 in the amount of \$41,884 (0811909) – Tabled.
 - a. District-wide study of lab hours and student hourly – Dr. Weller
- IX. Review ALL Forms (I.A.4) – Tabled.
 - a. Improving Forms
 - b. Non-Instructional form (ours and new one) and new process
- X. Waitlists Workgroup – Update – Dr. Kendyl Magnuson reported that Enrollment Services hired consultants to enhance PeopleSoft services. He discussed PeopleSoft possibilities around waitlists and asked for feedback from the Council. He mentioned that if a student has a time conflict when they are on a waitlist (enrolled in another class at that same time), the system will skip over them, not add them and move to the next person on the waitlist. He suggested that we implement communication with the student (to Palomar College student email) once the error occurs indicating the reason of the failed attempt and actions they can take to resolve the issue. If the student does not respond, then a 2nd communication will be sent and if they receive a 3rd communication and do not respond, they would be dropped from the waitlist. If the student has a conflict, they would need to drop the class they are already enrolled in to add in the waitlisted class. And, if they drop the class they are in, it will not be guaranteed that they get into the waitlisted class. He added that PeopleSoft does have a “swap” component that would take care of this, but it is not activated. There was discussion around waitlist procedures at other colleges. VPI Kahn advised that the workgroup meet to create a rule and report back out to IPC.
- XI. Scheduling Improvement - Workgroup Review (II.A.6) – Tabled.
- XII. Faculty Hiring Process – Proactive work update – Tabled.
- XIII. 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 4:00 p.m.

Next Meeting
November 28, 2018
AA-140