



Instructional Planning Council Minutes

MEETING TYPE:

X

Staff
Product/Project
Special

Date: February 27, 2019
Start Time: 2:30 p.m.
End Time: 4:30 p.m.
Location: AA-140

Chair: Dr. Jack S. Kahn

Members Present: Dr. Richard Albistegui-Dubois, Mark Bealo, Dr. Glyn Bongolan, Sarah DeSimone, Kelly Falcone, Katy Farrell, Jenny Fererro, Marlene Forney, Margie Fritch, Dr. Barb Kelber, Dr. Pearl Ly, Jim Odom, Seth San Juan, Suzanne Sebring, Shayla Sivert, Justin Smiley, Angela Smith and Susan Snow.

Members Absent: Michelle Barton, Kelly Donaghy and Dr. Jack S. Kahn

Guests: Michael Large and Nichol Roe

Recorder: Michelle LaVigueur

Dean Smiley called the meeting to order at 2:35 p.m.

I. Announcements -

- a. Spring 2019 Outcomes Assessment Project – Katy Farrell provided information regarding the Ethical Awareness and Civic Knowledge & Engagement project she is leading. She encouraged more faculty and student participation and closed with circulating a sign-up sheet.
- b. “New” definition of Tutoring and fall FTES claim – Dean Sivert reported that during winter break, the Chancellor’s Office released new information for tutoring apportionment that is retroactive to fall 2018. Instead of tutoring apportionment based on basic skills coded classes, apportionment will now be based on the need in three areas; quantitative, literacy and critical thinking. Because of this criteria change, the tutoring center is changing the way it collects student information. Dean Sivert recently met with a consultant to determine the best way to gather this student data from PeopleSoft.
- c. MOSTRA Coffee main campus project – Tabled.
- d. University of Redlands project with Business program – Dean Smiley summarized a potential partnership with University of Redland’s School of Business that would allow Palomar College students to enroll in their two-year BA program offered on our campus. An 18-month MBA program partnership may also be available. The University of Redlands will accept all of Palomar College class credits and they will provide a 30% tuition reduction to our students. The University of Redlands will offer classes as eight-week sessions with multiple entry points per year. They will allow students to be concurrently enrolled at Palomar College and their university to make required classes more cost-effective.
- e. Block exceptions – Dean Smiley reported that VPI Kahn is looking for a faculty volunteer to assist him with developing a rule to create block exceptions for high demand classes (labs and longer classes) that present scheduling challenges for students. Mark Bealo volunteered.

II. Comments from Constituencies – None

III. Approve minutes – February 13, 2019

MSC – (Fritch/Gonzalez): The minutes for February 13, 2019 were approved and accepted into the record with abstentions from Jim Odom and Suzanne Sebring.

IV. Program Review this spring – update and process (II.A.2) – Michael Large provided a brief overview of what to expect on the new PRP link that will be available within the next couple of weeks. The form itself is more user-friendly with the necessary data readily available. Dean Smiley stated that PRP instructions, training videos and links are almost complete and the deadlines will be moved forward two weeks to accommodate the change. Once completed, information will be emailed and made available on the Instructional Services website. Dean Smiley added that the rotation schedule will be emailed out as well. He added that Non-Instructional PRP’s will be available in the Cognito format with the same timeline. The approval process has changed slightly, and additional training will be provided. Dean Smiley closed with reminding members that New Faculty Request Forms are now included as part of the PRP form and the normal PRP cycle will resume in fall 2019.

- V. IPC subcommittee for New Programs – Dean Smiley reported that a new IPC subcommittee for New Programs will be created to evaluate new program proposals. This subcommittee will utilize guiding questions and make recommendations to IPC. The New Instructional Program Proposal is available on the Curriculum website: <https://www2.palomar.edu/pages/curriculum/credit-programs/> Dr. Glyn Bongolan, Mark Bealo and Dr. Pearl Ly volunteered to be on this subcommittee. Two additional members will be recruited from the Curriculum Committee and/or campus community.
- VI. SPPF IPC Funds update – FY 2018-19 in the amount of \$41,884 (0811909) – Dean Smiley reported that the Council will vote on how the funds will be spent and the following suggestions were made:
- AC in Old Library
 - Software to integrate systems
 - Service to text students
 - Update systems for Student Services
 - Improve TracDat (Katy to research)
 - Emergency notification for loud instructional areas (Art, Music, CFT, etc.) – Suzanne mentioned that Sprint has something
 - House of Humanities
 - Outreach – Program Materials
 - AB705 training for faculty
- VII. Faculty Hiring update (III.A.2) – Dean Smiley announced that this is now a part of the PRP process.
- VIII. Accreditation – Instructional Programs II.A and Academic Quality I.B – Dean Smiley reported that the accreditation standards assigned to IPC are not available yet. A new app has been designed which will make the process much easier for all councils involved with this process.
- IX. Middle College concept – Dean Smiley reported that our college currently has six (6) CCAP partnership agreements. Dr. Glyn Bongolan explained that two Middle College models exist. The first is high school students attend high school classes during the regular school day and attend college classes in the evening on the college campus. The second model has an independent high school on a college campus. This last model comes with process concerns regarding grading, admissions, calendars, etc. Ongoing discussions have occurred with Bonsall High School regarding placement of their high school at the Fallbrook Education Center. Committee members expressed concern regarding Ed Code, age of students, social aspects, parental involvement and more. There was discussion around San Diego Mesa High School located on Mesa College's campus and a suggestion to ask the team who created this model to share insights at IPC.
- X. New Program Approvals –The Council made suggestions to update the New Instructional Program Proposal to include questions around labor market data, demand for courses and FTEF funding. Jenny Fererro reminded the Council that all new program proposals presented today include classes that are already offered, just a re-packaging of existing classes. Motions were presented and actions are as follows:
- International Business –
MSC – (Bongolan/Albistegui-Dubois)
Motion carried.
 - Small Business Entrepreneurship
MSC – (Bongolan/Sebring)
Motion carried.
 - Musical Theatre Preparation
MSC – (Bongolan/Fererro)
Motion carried.
 - Social Media Content: Certificate of Achievement
MSC - (Bongolan/Sebring)
Motion carried.
 - Blogging: Certificate of Achievement (Request pulled by Erin Hiro)

6. Digital Journalism: Certificate of Achievement now combined with Online Journalism: Certificate of Achievement
MSC - (Sebring/Bongolan)
Motion carried.

- XI. New Programs
a. Noncredit Computer Skills for ESL – Dean Smiley presented a new instructional program proposal for three classes titled Computer Skills for ESL. Dean Sivert explained that these classes are to assist ESL students who need basic computer skills to navigate a computer. The three classes requested will replace NESL 983.
- XII. Certificate and Degree Review (II.A.1) – Tabled.
- XIII. Community College Survey of Student Engagement (CCSSE) Faculty Survey Results – Tabled.
- XIV. Feedback on PRP's post Jack – Tabled.
- XV. New Programs – List of Standard Questions – Attachment D (II.A.1) - Dean Smiley presented the list of standard questions and asked members to review each question and provide feedback. The following suggestions were made:
- Update question #4 to include a sub-question on where the “demand” data came from (i.e.: labor market) and ensure that it is a consistent, sustainable demand.
 - Update question #12, to include a question asking if a Palomar College advisory group has been consulted, and if so to explain recommendations.
 - Add an additional question to ask if the new proposed course(s) are replacing an existing class or program.
- There was consensus among the Council to update the questions as open-ended questions rather than questions that elicit a yes/no response. The questions will be updated and reviewed at the next IPC meeting.
- XVI. Faculty Center in PeopleSoft – Tabled.
- XVII. Waitlists Workgroup Update – Tabled.
- XVIII. Scheduling Improvement – Workgroup Update (II.A.6) – Tabled.
- XIX. Librarian/Counselor Hiring Practice – Tabled.
- XX. Standing Reports – Tabled.
- a. AB705
 - b. Accreditation
 - c. Enrollment
 - d. Guided Pathways (II.C.6)
 - e. LOC & Curriculum
 - f. Student Equity and Achievement program (SEA)
 - g. SPC
 - h. CTEE
 - 1. Perkins/Strong Workforce updates – Dean Fritch
 - i. PD
 - j. ROC update
 - k. Tutoring

The meeting was adjourned at 4:40 pm.