



Instructional Planning Council Minutes

MEETING TYPE:

X

Staff
Product/Project
Special

Date: March 13, 2019
Start Time: 2:30 p.m.
End Time: 4:30 p.m.
Location: AA-140

Chair: Dr. Jack S. Kahn

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

Members Absent: Margie Fritch.

Guests: Nichol Roe.

Recorder: Michelle LaVigueur.

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

I. Announcements –

- a. IPC Timeline reminders – VPI Kahn announced that the official PRP information will be emailed out with a due date of April 8, 2019. He added that the process this year will be much easier and shared the new PRP introduction training video with the Council.
- b. MOSTRA Coffee main campus project – VPI Kahn reported that the business internship connection with MOSTRA Coffee at the Rancho Bernardo Education Center and may be expanding to include another site here on the main campus in the new LRC.

II. Comments from Constituencies – Associate Dean Roe reported that the College is looking into applying for and improving online CTE grants through the Chancellor's Office.

III. Approve minutes – February 27, 2019

MSC – (Albistegui-Dubois/Bongolan): The minutes for the minutes for February 27, 2019 were approved and accepted into the record with abstentions from Michelle Barton and VPI Kahn. There was a suggested grammatical edit on item XV.

IV. Program Review this spring – update and process (II.A.2)

- a. Overview of Initiatives – VPI Kahn empathetically acknowledged the many initiatives and projects that the College is currently involved in, which require collaborative and cooperative participation of all constituent groups. He addressed faculty concerns regarding fast track classes and the Vision for Success. He added that the intent of adding more fast track classes is to better suit student demand as well as student completion rates around the New Funding Formula - overall to assist students. There was discussion about concern that if fast track classes do not fill, that they may ultimately be discontinued. There was a conversation around support classes and/or cohorts may increase student success rates of the fast track classes. VPI Kahn mentioned that he will be meeting with all the divisions to share and explore these issue and concerns.

V. New Programs

Noncredit Computer Skills for ESL - A motion was made to approve this program moving to the Curriculum Committee.

MSC – (Albistegui-Dubois/Bongolan)

Motion carried.

VI. IPC New Programs Subcommittee –

VPI Kahn presented the Governance Structure Group Request form for the new subcommittee. A motion was made to include the following representatives:

- Dean as appointed by IPC
- Three (3) faculty appointed by IPC
- One (1) Curriculum Committee representative

MSC – (Bongolan/Sebring)

Motion carried.

- VII. SPPF IPC Funds update – FY 2018-19 in the amount of \$41,884 (0811909) – VPI Kahn reported that SPPF funding can be used for a one-time expense and must tie to the Strategic Plan. He added that he will determine the cost of each suggestion made at the last IPC meeting on February 27, 2019. Kelly Falcone requested that name badges for all employees be added to the list. Angela Smith mentioned that in her experience, students prefer to be messaged on Canvas in lieu of a text message.
- VIII. Textbook Adoption Update – Tabled.
- IX. Perkins/Strong Workforce updates – Jenny Fererro reported that applications for Perkins funding are due March 15, 2019. VPI Kahn added that the Perkins funding went up 9% this year.
- X. Accreditation – Instructional Programs II.A and Library & Learning II.B - VPI Kahn reported that the Accreditation Team would like to get the Councils more involved in identifying accreditation standards. Dean Smiley and Marti Snyder created an interactive app for this purpose: <https://tinyurl.com/PalomarAccreditationApp>. Dean Smiley added that each Council has been assigned areas of focus. Michelle Barton reported that there are two objectives: To engage the Councils in identifying accreditation standards and to help the College identify areas of improvement. VPI Kahn advised that we will discuss this more at the next IPC meeting on April 10, 2019.
- XI. Certificate and Degree Review (II.A.1) – Tabled.
- XII. Community College Survey of Student Engagement (CCSSE) Faculty Survey Results –Tabled.
- XIII. Feedback on PRP's post Jack – VPI Kahn advised that last year there were many PRP redo's. He added that we will not be doing that this year since there is time built in for departments to make corrections before he receives them.
- XIV. New Programs – List of Standard Questions – VPI Kahn presented the updated questions and mentioned that the objective of the questions is for the New Programs IPC subcommittee to use them as “guiding questions”. He added that once the new subcommittee is formed, they will meet with the Curriculum co-chair to discuss procedural matters. There was discussion around the questions being accessible.
- XV. Faculty Center in PeopleSoft - Dr. Kelly Falcone & Dr. Barb Kelber reported that they are making good progress with the Faculty Center in PeopleSoft and are meeting with Dr. Magnuson tomorrow.
- XVI. Waitlists Workgroup Update - Dr. Kelly Falcone & Dr. Barb Kelber reported that the waitlist functionality was tested and several people provided feedback. Dr. Kelber added that a waitlist standard will need to be agreed upon that will work for all classes.
- XVII. Scheduling Improvement - Workgroup Update (II.A.6) – VPI Kahn reported that he has been meeting with Dr. Kelber and Susan Snow for the past nine months for the purpose of faculty having a better understanding around the scheduling process. He added that all three decided it was valuable, but did not recommend moving forward. He advised that he is open to new ideas or to meeting with others.
- XVIII. Standing Reports –
- a. AB 705 – Tabled.
 - b. Accreditation – Tabled.
 - c. Enrollment – Tabled.
 - d. Guided Pathways (II.C.6) – Tabled.
 - e. LOC & Curriculum – Tabled.
 - f. Student Equity and Achievement program (SEA) – Tabled.
 - g. SPC – Tabled.

- h. CTEE – Tabled.
- i. PD – Tabled.
- j. ROC update – Tabled.

The meeting adjourned at 4:31 p.m.

Next Meeting
April 10, 2019