

Instructional Planning Council Minutes

MEETING TYPE:

X

Staff
Product/Project
Special

Date: April 10, 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, Mark Bealo, Dr. Glyn Bongolan, Kelly Falcone, Katy Farrell, Marlene Forney, Margie Fritch, Juan Gonzalez, Cheryl Kearse, Dr. Barb Kelber, Dr. Pearl Ly, Susan Miller, Jim Odom, Seth San Juan, Suzanne Sebring, Shayla Sivert, Justin Smiley, and Susan Snow.
Members Absent: Michelle Barton, Sarah DeSimone, Jenny Fererro, and Angela Smith.
Guests: Jim Fent, Nicole Rose, Nichole Roe, and Richard Loucks.
Recorder: Michelle LaVigueur

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

I. Announcements –

- a. Completions Academy –VPI Kahn announced that the mapping is now complete, and the Completions Academy is being designed to “package” our programs, making completion easier for students. The first Completions Academy meeting will be on May 3. This meeting will be a brainstorming session with faculty. Counselors, students and community members. He gave the example of Child Development and EME, noting they have “packaged” classes together in such a way that students can complete and obtain permits or certificates in just one semester. VPI Kahn added that the college is also in the process of creating an institutional marketing campaign around our academic programs.
- b. IPC Timeline reminders – VPI Kahn thanked everyone who worked on the first round of the PRPs submitted this week and advised that the remaining PRPs are due by April 15.

II. Comments from Constituencies – None.

III. Approve minutes – March 13, 2019

MSC – (Fritch/Bongolan): The minutes for March 13, 2019 were approved and accepted into the record.

IV. Program Review this spring – update and process (II.A.2 and II.A.16) –Dean Smiley reviewed the PRP process, after the “Submit” button is clicked, noting that the form then goes to the folder titled “PRP Submissions” on the Google drive. He reminded the Council that they will only be reviewing the Comprehensives. He advised that text can be highlighted and a “+” sign will pop up to allow a comment to be entered and the groups will enter comments in this way. After the group review is complete, the documents will be available for departments that need to make updates. VPI Kahn asked that a training video be created to show this process. VPI Kahn explained that once the appropriate Dean has reviewed the PRPs, an email will be sent to groups providing access.

V. One time funds this year – PRP requests – VPI Kahn announced that the annual one time funding requests will not be completed this year because of funding unavailability. He added that if departments have a specific need, they can work with their Deans and the Instruction Office will assist with broken equipment once division funds have been exhausted.

VI. IPC New Programs Subcommittee – VPI Kahn reported that this committee has been created.

VII. New Programs – Attachment B – VPI Kahn reported we that will review the following new programs and moving forward the New Program IPC Subcommittee will be reviewing them.

- a. Noncredit Computer Skills for ESL – Dean Sivert gave an overview of the certificate, noting that this will benefit ESL students who have a desire to improve their computer skills. There was discussion around similar basic noncredit computer skills classes made available and offered to all students. There was consensus among the Council to move this forward.

- b. Social Work and Human Services (SWHS) – Nicole Rose reported that they would like to deactivate the Psychological & Social Services certificate and create a Social Work & Human Services program. She added that the coursework aligns with CSUSM's master's program and SDSU's bachelor's program. The supporting LMI data was included. There was a suggestion to add Cooperative Education as an elective to give students "real experiences." Nicole stated they are considering it as the clinical component as long as it does not affect articulation. VPI Kahn mentioned that he appreciated the research done in creating this certificate. There was consensus among the Council to move this forward.
- c. ESL Speaking Certificate of Completion – Dean Sivert reported these three courses will equip non-native speakers with the English language speaking skills necessary to succeed in other classes and in a career. Currently these three individual courses do not qualify for CDCP (Career Development & College Preparation) funding but by combining them and creating a certificate, funding will apply. There was consensus to move this forward with minor edits.

VIII. Exceptions to Meeting Block – VPI Kahn reported that he, Mark Bealo and Richard Loucks met to come up with specific criteria for exceptions to meeting block patterns. He added that more standard meeting blocks are better for students. There was discussion around start and stop times and space primarily for three and four unit classes that have support classes. It was noted that having set start times for classes at the Centers, especially in Math, English and Reading is beneficial for the students. VPI Kahn closed mentioning that this is just a first step to get us in the mindset of the scheduling with the students' best interest in mind. He added that he will add the off-campus language and bring it back to the next IPC meeting.

The criteria is as follows:

- 1. High Demand Classes as determined by the Dean of the division and VPI
- 2. External criteria, which require alternate timelines
 - a. Industry/Partnerships specific – There was discussion around noncredit classes that prescribes hours versus units and possibly adding the word "off-campus" to this alternate timeline.
 - b. Seasonal programs (Athletics, etc.)
 - c. Environmental/Safety concerns (needing daylight, etc.)
 - d. Educational Partnerships
 - e. Other alternative forms – (mentioned at meeting – will be reviewed by VPI)
- 3. All exceptions under consideration will:
 - f. Need the approval of the Chair, Dean and VPI (or VPSS if appropriate)
 - g. Need to consider student demand and minimizing overlap with other instructional offerings

- IX. SPPF IPC Funds update – FY 2018-19 in the amount of \$41,884 (0811909) – Attachment C – VPI Kahn reported that items were reviewed and only one time costs items are being considered. He added that funds must be spent by June 30. There was consensus to spend \$29,000 for Outreach Program Materials/Targeted Marketing (combined effort). VPI Kahn mentioned that he will reach out to Intesa to see if these funds can be used with their efforts. There was consensus to use PD funds for AB705 training for faculty (\$10,000). There was discussion around funding Farionics, a \$12,000 software update for instructional departments using PCs (not Mac), with an annual \$2,000 maintenance fee each year. It was noted that departments can no longer use this program because the College's current operating systems has exceeded the updates. There was also discussion around similar technology in classrooms and that training is needed. VPI Kahn advised that he will speak to Connie Moise regarding both concerns and report back to IPC regarding the remaining \$12,000 funding.
- X. Accreditation – Instructional Programs II.A and Library & Learning II.B - Attachment D – Tabled.
<https://tinyurl.com/PalomarAccreditationApp>
- XI. Guided Pathways – Scales of Adoption (II.A.6) – VPI Kahn reported that Guided Pathways - Year Two Plan has a draft due at the end of April and the final version is due in September. He added that there will be two events in May for faculty to discuss the plan. VPI Kahn mentioned that he will report out any feedback received to SPC in their summer meeting before it is submitted to the Chancellor's Office.
- XII. "Innovative" Scheduling relief data (II.A.6) – VPI Kahn mentioned at a previous IPC meeting that he asked departments to look at innovative ideas such as offering 4 week classes during the semester. During that initial meeting, there were concerns around departments using their current FTEF allocation and if the class canceled, it would be canceled ongoing. VPI Kahn mentioned that this was a legitimate concern. He asked faculty to discuss it

with their Deans and mention if they are willing to try it for one year without the risk of losing the class (if enrollment is in the low teens). VPI encouraged Deans and faculty to work together to make this reasonable.

- XIII. Dean of Instruction – VPI Kahn reported that in large single college district such as ours, there is often an Associate Vice President or a Dean of Instructional Services. He added that in order to continue to build partnerships, fix current broken processes and to make new connections, additional support is needed. He mention that we have five academic deans, which is very low for a college our size. He noted that they are involved in many institutional tasks that have little to nothing to do with academics and his hope is to have additional support to allow them to focus on supporting their academic programs. He mentioned that a Dean of Instruction would help balance this out. There was a suggestion to work with Student Services in this venture.
- XIV. BA Degree at Palomar College – Tabled.
- XV. Middle College concept (II.A.6) – Tabled.
- XVI. Certificate and Degree Review (II.A.1) – Richard Loucks – Tabled.
- XVII. Community College Survey of Student Engagement (CCSSE) Faculty Survey Results – Michelle Barton – Tabled.
- XVIII. Standing Reports – – Tabled.
 - a. AB 705 – Dean Sivert
 - 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 4:35 p.m.

Next Meeting
April 24, 2019