



## Instructional Planning Council

### Minutes

<b>MEETING TYPE:</b>	<input checked="" type="checkbox"/>	<b>Staff</b>	<b>Date:</b> April 24, 2019
	<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:** Mark Bealo, Dr. Glyn Bongolan, Sarah DeSimone, Kelly Falcone, Katy Farrell, Jenny Ferrero, Margie Fritch, Cheryl Kearse, Dr. Barb Kelber, Susan Miller, Seth San Juan, Suzanne Sebring, and Susan Snow.  
**Members Absent:** Dr. Richard Albistegui-Dubois, Michelle Barton, Marlene Forney, Juan Gonzalez, Dr. Pearl Ly, Jim Odom, Shayla Sivert, Justin Smiley, and Angela Smith.  
**Guests:**  
**Recorder:** Michelle LaVigueur

VPI Kahn called the meeting to order at 2:37 p.m.

- I. Announcements –
  - a. IPC Timeline reminders – Tabled.
  
- II. Comments from Constituencies – None.
  
- III. Approve minutes – April 10, 2019  
 MSC – (Bongolan/Kelber): The minutes for April 10, 2019 were approved and accepted into the record with an abstention from Jenny Ferrero.
  
- IV. Program Review this spring – update and process (II.A.2 and II.A.16) –
  - a. Reviewing PRP’s – VPI Kahn acknowledged the technical issues some are experiencing when trying to provide feedback on the PRPs. He will provide instructions, the VPI Rubric, and the deadlines will be extended. He noted the PRP’s that have not been submitted will be sent when they are complete.
  
- V. CVC OEI Finish Faster –VPI Kahn reported that California Virtual College (CVC) (<https://cvc.edu/>) is a web search database that lists all California community college online classes currently available to complete degrees. CVC is now part of the Online Education Initiative (OEI) Consortium. Palomar College classes are not included in this database. There was consensus among the Council to include Palomar College classes in the database.
  
- VI. SPPF IPC Funds update – FY 2018-19 in the amount of \$41,884 (0811909) – VPI Kahn discussed Faronics software with Connie Moise, and the \$12,000 was paid using institutional software maintenance funds. He added \$11,600 was used for the Intesa marketing campaign that is integrated with the Completion Academy. With the \$29,400 remaining, VPI Kahn asked for other institutional “one time” purchase ideas tied to the College’s strategic plan and funds that can be spent in the next two weeks. Katy Farrell mentioned Phi Theta Kappa’s college project for this year needs funding. They want to produce promotional videos for Phi Theta Kappa for incoming students and to promote diversity. Katy Farrell was asked to provide a quote as soon as possible. Also, Kelly Falcone will provide a furniture quote to equip a classroom space that meets the needs of PD.
  
- VII. Faculty Hiring Update– VPI Kahn reported that the IPC Hiring subcommittee will be meeting today to prioritize faculty positions to hire for 2021-22.
  
- VIII. Health and Health Lab AA Requirement – Dr. Kelly Falcone reported that we currently require Health 100 Lecture and Health 100 Lab for AA/AS degrees. She added that Kinesiology faculty heard Curriculum was considering removing these classes which would be detrimental to the department. Dr. Falcone asked what the district’s process is for this type of institutional action. It was noted that the discussion that took place during the Curriculum meeting was intended to target any GE class that are a barrier to a student earning their degree, not specifically Health 100 Lab. Jenny Ferrero stated that it would be beneficial to have a flow chart for this process. VPI Kahn agreed that IPC

could recommend a flowchart/process to Curriculum who would take it to Faculty Senate. Dr. Bongolan reported that in our Governance Structure Book, it lists model flowcharts to manage these types of ideas or even to resolve problems. Cheryl Kears added that any curriculum change, must go to the Governing Board on the Consent Calendar. Dr. Falcone suggested that the district conduct an annual or biannual district requirement audit where all required classes are considered what's best for the student. Since this issue fell on our IPC agenda first, Kelly will invite Health/Kinesiology Chair, Hugh Gerhardt to our next IPC meeting on May 8, 2019.

- IX. Perkins (Tentative allocation) updates – Dean Fritch shared the report showing program requests in alphabetical order that total more than \$1.1 million, with only a \$550K base. Our final allocation is yet to be determined. She explained that the criteria focused on regional labor market statistics for our students. The Perkins V will go into effect next year with new rules so there will be training for CTE programs. VPI Kahn reported that we will continue to work on integrating the Perkins funding process into the college to make better use of all available funding.
- X. Accreditation – Instructional Programs II.A and Library & Learning II.B - Attachment A – Tabled.  
<https://tinyurl.com/PalomarAccreditationApp>
- XI. Community College Survey of Student Engagement (CCSSE) Faculty Survey Results – Michelle Barton – Tabled.
- XII. Faculty Position Priority Subcommittee composition – VPI as voting member – Attachment B – MSC (Ferro/Bealo) – VPI is a voting member of this subcommittee. All were in favor.
- XIII. Criteria for Schedule Block deviations – Tabled.
- a. High Demand Classes as determined by the dean of the division and VPI
  - b. Cohorted programs
  - c. External criteria which require alternate timelines
    - i. Industry/educational / partnership specific
    - ii. Seasonal programs (Athletics etc.)
    - iii. Environmental/Safety concerns (Needing daylight etc.)
    - iv. Off-campus programming
- All exceptions under consideration will
- a. Need the approval of the chair, dean and VPI (or VPSS if appropriate)
  - b. Need to consider student demand and minimizing overlap with other instructional offerings
- XIV. Integrated Planning – Tabled.
- XV. Waitlists Workgroup Update – Tabled.
- XVI. Standing Reports – All 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 4:07 p.m.

**Next Meeting**  
**May 8, 2019**