

Instructional Planning Council Minutes

MEETING TYPE:

X

Staff
Product/Project
Special

Date: May 8, 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, Juan Gonzalez, Cheryl Kears, Dr. Barb Kelber, Dr. Pearl Ly, Susan Miller, Jim Odom, Suzanne Sebring, Shayla Sivert, Justin Smiley, and Susan Snow.

Members Absent: Michelle Barton, Marlene Forney, Margie Fritch, Seth San Juan and Angela Smith.

Guests: Lacey Craft, Dan Early, Hugh Gerhardt, Melissa Grant, Wendy Nelson, and Nichol Roe.

Recorder: Michelle LaVigueur

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

I. Announcements –

a. IPC Timeline reminders

i. Program review in the fall – VPI Kahn thanked those who completed their program review. He added that PRP owners are now making edits based on peer and Dean reviews.

b. Dr. Barb Kelber announced the Bravura Gala is May 22 starting at 4:30 in the Planetarium.

c. Dr. Kelly Falcone reported the Faculty Achievement Celebration of Excellence (FACE) is May 16 at 5:00 p.m. at St. Mark's Golf Club.

d. VPI Kahn announced a Guided Pathways Completion Academy event was held on May 3. He shared pictures of the event to the Council and added it was well attended. Jenny Fererro mentioned the marketing plans for summer and fall were well presented, with customization available for departments. Dean Ly reported the student demographic flyer resonated well and generated many good ideas. VPI Kahn added another event is tentatively planned for summer 2019 that will include more structure and tangible ideas. He reminded attendees to submit the feedback form as it will help make the next event better.

II. Comments from Constituencies – Dr. Barb Kelber reported the English instructors are meeting with people from Adult Education Sites on May 13 to take some steps towards creating a program called Palomar Prep – a resource for remedial English classes for incoming students. Suzanne Sebring added that this effort is in collaboration with the Consortium.

III. Approve minutes – April 24, 2019

MSC – (Bongolan/Farrell): The minutes for April 24, 2019 were approved and accepted into the record with an abstention from Dean Ly, Dean Sivert and Dean Smiley.

IV. SPPF IPC Funds update – FY 2018-19 in the amount of \$41,884 (0811909) – VPI Kahn reported that \$2,500 will be spent on Phi Theta Kappa's promotional video to be used for recruiting new students and to participate in PTK chapter projects. Dr. Falcone reported the quote for furniture to equip an active learning space that also meets the needs of PD has stalled and she would like receive a quote and still purchase the furniture with this year's funds. Any remaining SPPF IPC funds will roll back into the College's general fund.

V. Health and Health Lab AA Requirement – Hugh Gerhardt, Kinesiology Department Chair, Dan Early, Lacey Craft and Melissa Grant were present. Hugh Gerhardt reported they have an average of 3 to 4 students each semester who have issues with taking the Health Lab to achieve graduation. He emphasized the overall benefits physical activity provides including improved grades, better mental health and life successes. He added our students have many opportunities to complete this requirement with a wide variety of activities and schedules to choose from. He mentioned an online component is in the works. Lacey Craft stated the department is always searching for ways to increase and improve class accessibility to more students including adaptive DRC students and will continue to look for more opportunities to serve students' needs. Associate Dean Roe reported that many of our apprenticeship training programs are not located near the main campus or Education Centers and our students have a difficult time

meeting the Health 100 Lab requirement to graduate so she was pleased to hear that online classes may be an option. Lacey Craft stated they are always open to meeting with other departments to assist with implementation of this requirement for specific programs (EME, Fire, etc.). VPI Kahn reported that regarding GE requirements, Health Lab, English and Math are the three top barriers to graduation. Dean Ly mentioned most of the complaints she hears of are students not physically able to take the class or who are already fit. She asked if students could be able to test out of the Health Lab component alone, not to include the academic class. Hugh Gerhardt stated they are currently reviewing a “test out” option. VPI Kahn thanked the Kinesiology team for attending the meeting.

- VI. New Program Process – draft (Attachment A) – VPI Kahn invited Wendy Nelson to speak on behalf of the Curriculum Committee regarding the New Program process. She reported the updated process is more efficient and outlines the steps needed to logically process the request. She reviewed Steps 1 – 7 and the IPC subcommittee questions in detail. There was a suggestion for an online fillable form to be created. Council members shared their input and Wendy will make necessary edits. There was a suggestion to create an annual timeline/calendar around this process. Dean Smiley added that he would like to provide more structure for programs to be able to begin this process, to include mapping it to data (before Step 1). VPI Kahn mentioned that an updated version will be brought back to the next meeting on May 22, 2019.

New Program Approval – ESL Conversation Certificate of Completion – Dean Sivert reported that this request came straight to Curriculum instead of IPC. She hopes though that it can get to Curriculum this year. Suzanne Sebring mentioned this course was a result of mapping the ESL conversation courses into a CDCP program so that they are eligible for the increased funding level. There was consensus among the Council to move this forward to Curriculum committee.

MSC – (Bongolan/Kelber): Motion to move this item to action item. Approved and accepted into the record.

MSC – (Ferreiro/RAD): Motion to approve this item. Approved and accepted into the record.

- VII. Criteria for Schedule Block Deviations – VPI Kahn reported that this was discussed last month at IPC. He reviewed the criteria, highlighting the purpose of this action is to make it easier for students and to increase enrollments. He added this will begin for the summer 2020 planning cycle.

- a. High Demand Classes as determined by 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

Dr. Barb. Kelber asked if “chair” should also be added to Step a: High Demand Classes.

- VIII. Accreditation – Instructional Programs II.A and Library & Learning II.B - Attachment A – Tabled.
<https://tinyurl.com/PalomarAccreditationApp>

- IX. Community College Survey of Student Engagement (CCSSE) Faculty Survey Results – Michelle Barton – Tabled.

- X. Integrated Planning – Tabled.

- XI. Waitlists Workgroup Update – VPI Kahn reported he will have an update at the next IPC meeting.

- XII. Standing Reports –

- a. AB 705 – Dean Sivert reported that placements have been run and they are working on an online tool, which places students if they are not currently placed. They are addressing concerns on a daily basis and are giving presentations around campus. She added that they shared the *Me First* idea with other colleges. Dr. Barb Kelber added that the English Department has created communities of practice for others on campus explaining the what, when and why of AB705. She added they are developing a PD program for summer where faculty will be paid for their contributions for leading the program.

- b. Accreditation – Dean Smiley reported that a small team went to Burlingame for an ACCJC conference. He mentioned that other colleges are integrating Guided Pathways, Governance, and Communications with Accreditation. He added ACCJC is a helpful culture trying to assist colleges with accreditation.
- c. Enrollment – VPI Kahn reported that intersession for summer is 74% full and summer enrollment is at 40% full.
- d. Guided Pathways (II.C.6) – VPI Kahn reported the Guided Pathways year two draft path plan and the final draft is due in September 2019. He added an updated version will be presented at the SPC summer retreat before it goes to the Governing Board. He mentioned the college applied to Bakersfield Mapper software program hoping to have our data input to see what the results look like in their mapping format. He talked about the structure of the Guided Pathways workgroup and the regional coordinator suggested that we have an advisory board that develops project tasks that the four pillar workgroups will complete.
- e. LOC & Curriculum – Katy Farrell reported the LOC subcommittee is reviewing all of the rubrics from the last seven or eight years and they brought the idea to Curriculum committee. She added the structure will be consistent to help assess and gather information. They are also completing a teaching excellence website. She mentioned the college outcomes for this semester are civic engagement and ethical awareness is currently showing low participation and she encouraged members to participate.
- f. Student Equity and Achievement program (SEA) – Dr. Barb Kelber reported she attended an UMOJA ceremony on May 6 and we had our first graduate from that program. Suzanne Sebring asked if the formerly incarcerated population have been included in the SEA groups. Dr. Bongolan reported that they are on the radar, along with LGBT and the homeless population.
- g. SPC – VPI Kahn reported that the new funding formula has been brought to various Councils and meetings. He added that he will bring this to the next IPC meeting.
- h. CTEE – VPI Kahn reported that HVAC will begin in fall 2019. Suzanne Sebring reported that they are working with ESL to look at integrated education or support for trades or specific types of disciplines. A good model would be to create English, Reading and Math for special uses. Susan Miller reported that they gave out four Service Learning Scholarships yesterday. She believes that the Service Learning Program has much potential here on campus.
- i. PD – Dr. Falcone asked the Council to please fill out the PD survey if they have not already. She reported the Math Across Curriculum will be used for the keynote on Thursday and for fall plenary. She mentioned she is working on the Explore the Possibilities update.
- j. ROC update – Dr. Bongolan reported that the ROC (Regional Oversight Committee) in San Diego County that oversees the Strong Workforce Program is tied to Guided Pathways. She added that Strong Workforce has a K-12 component, which requires them to partner with Palomar College.

The meeting adjourned at 4:30 p.m.

Next Meeting
May 22, 2019