

**Institutional Planning Coordination Committee
October 13, 2014 - 12:15 p.m. in AD121**

Present: Marc Drescher, Richard Kamei, Ed Karpp, Deborah Kinley, Sarah McLemore, Mary Mirch, Ron Nakasone, Rick Perez, Alfred Ramirez, Deborah Robiglio, Isabelle Saber, David Yamamoto, Yvette Ybarra, Andy Young

Absent: Saodat Aziskhanova, Jill Lewis, Teyanna Williams, Hoover Zariani

Guests: Kathy Bakhit, Cathy Durham

CALL TO ORDER

Karpp called the meeting to order at 12:20 p.m.

1. APPROVAL OF MINUTES

- MSC (Kinley/Mirch) to accept the minutes of the September 8, 2014 meeting as presented.

OLD BUSINESS

2. ACCREDITATION GAP ANALYSIS

An update of the gap analysis on items pertaining to accreditation was presented. Many items on the list have been addressed.

ACTION ITEM: McLemore will forward a list of courses whose SLOs have been modified through assessment.

3. PROCESS FOR URGENT RESOURCE REQUESTS

Administrative Executive is finishing a document for the regular (non urgent) classified and managerial hiring processes. Once finished, it will be incorporated in the Planning Handbook.

The urgent resource request procedure will be addressed once the document on hiring processes is completed.

4. RESOURCE REQUEST PROCESSES: APPEALS/HANDLING RECOMMENDATIONS OF “NO”

Some instructional needs (e.g. travel) will be handled through the resource request portion of the program review document and linked to the instructional plan.

ACTION ITEM: Mirch will complete a resource request form to augment the travel budget.

MSC (Nakasone/Saber): There is no appeal process for resource requests that are submitted through regular processes and have been denied.

5. INSTITUTIONAL EFFECTIVENESS REPORT 2013-14

Two of the items still needed are 1. Information on innovative instructional methods and 2. Lists of performances and cultural activities at the college that enhance the community. This is postponed to the November meeting.

6. ADDRESSING CONCERNS WITH RESOURCE REQUEST RANKING PROCEDURES

The Governance Review Committee has expressed some concerns about how resource requests were ranked in at least one standing committee, including that less than half of the committee rated the requests. IPCC should look at the process and make recommendations to improve it.

MSC (Mirch/Young) Karpp to resend the memo of April 2, 2014 named “Suggestions for Procedures for Prioritizing Resource Requests” to GRC.

NEW BUSINESS

7. STRENGTHENING LINK BETWEEN SLO/PLO/ILO ASSESSMENT AND PLANNING

McLemore reported on her site visit at Cuesta College and suggested that we look into aggregate assessment results for committees to come up with institutional themes.

In the updated program review document, courses and programs in each area are linked to ILOs.

ACTION ITEM: IPCC members to think about the big picture of a process for assessment results to be forwarded to the relevant committees in order to generate suggestions for improvements.

8. IPCC MISSION STATEMENT ANNUAL REVIEW FOR 2014-2015

Postponed to next meeting.

9. IPCC CHAIR FOR 2014-2015

Postponed to next meeting.

ADOPTED MINUTES

Meeting adjourned at 1:32 pm.

Minutes submitted by I. Saber