Vision

Glendale Community College is the Greater Los Angeles Region's premier learning community where all students achieve their informed educational goals through outstanding instructional and student services, a comprehensive community college curriculum, and educational opportunities found in few community colleges.

Glendale Community College
Institutional Planning Coordination Committee
Agenda

November 13, 2017
12:15 pm
AD 121

Call to Order
Announcements
Approval of IPCC Minutes

1. October 9, 2017 IPCC Minutes

Review of Subcommittee Minutes

2. Master Planning – Team A – No Minute to Review
3. Program Review – Unadopted Minutes from October 17, 2017

Old Business

4. Standing Progress Reports
   i. Progress on 2016 ACCJC Recommendations
   ii. Progress on Action Items from 2016 Self Evaluation Report
   iii. Progress on 2016 QFE

New Business

5. Oracle Module for Budget and Resource Allocation
6. Program Review Process to include Dean and VP Review and Feedback to Departments
7. Announcements from ACCJC Webinar

Other
Adjournment

IPCC Mission Statement

The IPCC models and monitors continuous quality improvement to ensure institutional effectiveness. The committee oversees college planning and program review; assesses the effectiveness of planning; makes recommendations for sustained quality improvement; develops strategies to promote college-wide dialogue and participation in the integrated planning process; and identifies trends that reveal institutional and student needs. These objectives are achieved by the strategic use of institutional data (including program review), accreditation standards, federal and state regulations, and community input as guiding principles for assessing institutional effectiveness.

approved October 14, 2013
approved with changes September 12, 2016
approved with no changes October 9, 2017

Committee Blue List Information:

Institutional Planning Coordination
Time and Location: Second Mondays, 12:15 – 1:30 pm, AD 121

Chair:	Edward Karpp, Dean, Research, Planning & Grants
	(votes only in the event of a tie)
Senate:	Piper Rooney, Senate President
Guild:	Roger Bowerman, Guild President
Joint Faculty [2]:	Maria Czech (20-21), Garfield Faculty member
	Julie Gamberg (P) (19-20)
Other Faculty:	Yvette Ybarra, SLO Coordinator
Seats related to position	Beth Kronbeck, Faculty Accreditation Coordinator
	Sarah McLemore, Curriculum & Instruction Co-Chair
CSEA [2]:	Saodat Aziskhanova, CSEA President
	Seboo Aghajani (17-18)
Administration [8]:	Anthony Culpepper, Executive Vice President, Administrative Services
	Rick Perez, Vice President, Student Services
	Michael Ritterbrown, Vice President, Instructional Services
	Teyanna Williams, Associate Vice President, Human Resources
	Alfred Ramirez, Administrative Dean, Continuing and Community Education
	VACANT, Associate Dean, Continuing and Community Education
	VACANT, Chief Information Systems Officer
Manager/Confidential:	Daphne Dionisio, Program Manager of Accreditation & Institutional Effectiveness
ASGCC [2]:	Student Representatives to be appointed by 3rd week of the semester.
Resource:	David Yamamoto, SLO Database Coordinator
(non-voting)	
Minutes Recorder:	Gordon Lui, Office of Research, Planning & Grants

UNADOPTED MINUTES

INSTITUTIONAL PLANNING COORDINATION COMMITTEE

MEETING MINUTES
October 9, 2017
AD 121

Present: Daphne Dionisio (Joint Faculty) (Chair), Maria Czech (Joint Faculty), Melvin Issaei (ASGCC), Zohara Kaye (Guild), Beth Kronbeck (Other Faculty), Sarah McLemore (Other Faculty), Keran Oroudjian (ASGCC), Rick Perez (Administration), Piper Rooney (Joint Faculty), Linda Welz (Administration), Teyanna Williams (Administration)

Absent: Edward Karpp (Chair), Seboo Aghanjani (CSEA), Saodat Aziskhanova (CSEA), Anthony Culpepper (Administration), Julie Gamberg (Joint Faculty), Alfred Ramirez (Administration), Michael Ritterbrown (Administration), David Yamamoto (Resource), Yvette Ybarra (Other Faculty)

Guest: Laura Kartalian

Quorum: 11/17

Call to Order: The meeting was called to order by Daphne Dionisio at approximately 1220 p.m.

I. Approval of Minutes
   a. The minutes from September 11, 2017 were reviewed.

      - ***It was MSC (Kaye/Kronbeck) that the Minutes from September 11, 2017 be approved.***

II. Review of Subcommittee Minutes
   a. Master Planning – Team A
      i. The Adopted Minutes from June 2, 2017 were reviewed.

         - ***It was MSC (Kronbeck/Czech) that the Minutes from June 2, 2017 be accepted.***

   b. Program Review
      i. There were no minutes to review.

Old Business:

III. Standing Progress Reports
   a. Progress on 2016 ACCJC Recommendations
      i. Student Support Labs
         1. We were told to assess the effectiveness of current decentralized student support labs and tutorial coverage and utilize the results to implement change.
            a. In spring 2017 Eric Hanson did a survey of Lab Supervisors for information on services offered for training for tutors, software used, etc.
            b. Eric Hanson is working closely with Lab Managers to ensure more cohesion amongst various groups.
            c. All tutors will have the exact same training.
            d. Eric Hanson will call a meeting once a year to go over best practices and that should meet the recommendation.

      ii. Evaluation of Adjunct Faculty
         1. This recommendation involved the method for identifying, completing, and tracking the timely evaluations of Adjunct faculty.
            a. Val Dantzler reviewed three different options.

b. Dr. Culpepper previously suggested we revisit the Oracle option.
    i. Linda Welz relayed that Oracle has been reached out to in order to discuss options.

iii. Progress on Action Items for 2016 Self Evaluation Report
    1. No movement.
    2. We will start to act on this in the months to come.

iv. Progress on 2016 QFE
    1. There is currently nothing on Integrated Planning.
    2. The committee was asked if there was any update on Learning Outcomes Progress on the QFE.
        a. No one was aware of any steps that have been taken.

IV. Master Planning Speaker Series
a. It was previously discussed that we would have this be an on-going series.
b. A workgroup will be established in order to get this going in spring 2018.

New Business:

V. Review of IPCC Mission Statement
a. The IPCC Mission Statement was reviewed.
b. The IPCC Mission Statement currently reads:

The IPCC models and monitors continuous quality improvement to ensure institutional effectiveness. The committee oversees college planning and program review; assesses the effectiveness of planning; makes recommendations for sustained quality improvement; develops strategies to promote college-wide dialogue and participation in the integrated planning process; and identifies trends that reveal institutional and student needs. These objectives are achieved by the strategic use of institutional data (including program review), accreditation standards, federal and state regulations, and community input as guiding principles for assessing institutional effectiveness.

- ***It was MSC (Perez/Issaei) to keep the Mission Statement as is.***

VI. IPCC Committee Resource Member Addition: Coordinator of Faculty Development
a. It has been suggested that the Coordinator of Faculty Development be added to the committee as a Resource Member.
b. Initially brought up because it would be helpful for learning outcomes and assessment.
c. Additionally, there is a major professional development component for Guided Pathways.

- ***It was MSC (Rooney/Kronbeck) to add the Faculty Development Coordinator to the committee as a Resource Member to the IPCC.***

VII. Using Data from LAORC and Other Campus Resources to Coordinate Planning, Goal Setting, and Curriculum Development
a. This was an item Ed Karpp initiated at the September Curriculum Meeting where he asked if the committee would want to get information from the LAORC on a yearly basis.
b. It seemed that the information should also come to the IPCC in case the committee thought there should be additional follow up needed.
c. We have asked to receive the information in spring with review in summer and recommendations made (if any) in fall.
d. If the information were brought to IPCC in spring it could presented at the fall Team A meeting if it was decided necessary.
e. This idea of using data regarding labor market is yet another effort on our part in incorporating data review more.

VIII. Demo of the new BP and AR Tracking and its Conclusion About our Level of Compliance with BP 2410 and AR 2410 and Accreditation Standards I.B.7, I.C.5, IV.A.7, and IV.C.7

a. Daphne Dionisio gave a demo on the new BP and AR Tracking system for the cycle of review for the different BPs and ARs.
b. There are 184 documents out of compliance.
c. There are 43 documents in compliance.
d. We are currently on a three year cycle of review for our college documents.
    i. There was a question as to whether or not the number of years could be changed.

- ***It was MSC (Perez/Kaye) that a recommendation be made for BP and AR 2410 to be reviewed with a consideration of extending our cycle of Board Policy and Administrative Regulations to a five year cycle.***

IX. Guided Pathways Work Groups

a. There was a meeting re: Guided Pathways where four workgroups were identified:
    i. Meta-Majors
    ii. EAB Navigate
    iii. Professional Development and Communications
    iv. Chancellor's Office, Training, Self-Assessment, and Work Plan
b. The Meta-Majors Work Group will meet on 10/23/17.
c. The Professional Development and Communications Work Group is scheduled to meet 10/10/17.

X. Update on Master Planning Activities

a. Team B attempted to draft subgoals for the IMP based on SWOT (Strengths, Weaknesses, Opportunities, and Threats) Analysis.
b. The subgoals were presented to Team A on 9/29/17 and suggestions for changes were gathered.
c. Team B is going to fine tune the SWOT and the subgoals.
d. Throughout October all standing committees have agendized a review of the SWOT and subgoals.
    i. Standing Committees will be asked if the items are accurate, if anything is missing and if the subgoals are realistic and if anything is missing.
e. A focus group will be held on October 30, 2017 from 2:00 – 3:30 p.m. in AD 252.
    i. Attendees will have the option to review and provide input on the SWOT and the subgoals.

Meeting Adjourned at: 1:00 p.m.
Next Meeting: November 13, 2017
Minutes Recorded by: G. Lui