Glendale Community College
Institutional Planning Coordination Committee
Agenda

April 9, 2018
12:15 pm
AD 121

Call to Order
Announcements
Approval of IPCC Minutes
1. March 12, 2018 IPCC Minutes

Review of Subcommittee Minutes
2. Master Planning – Team A – No Minutes to Review
3. Program Review – Adopted Minutes from November 21, 2017
   Unadopted Minutes from March 20, 2018

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
5. Documentation for Assessing our Decentralized Approach to Learning Support and Tutoring.
6. Cost information for Oracle Module for Budget and Resource Allocation
7. Grant Approval and Grant Staffing
8. Plans Arising out of Self Evaluation
9. Master Planning External Speaker Series

New Business

10. Professional Development (a) IMP & GP-alignment (b) Management and Evaluation of events
11. Proactive Strategies Regarding New Funding Formula

Other
Adjournment

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:	**Maria Czech (20-21), Garfield Faculty member**
[2]	**Julie Gamberg (p) (19-20)**
Other Faculty:	**Francien Rohrbacher, C & I Coordinator ±**
Seats related to postition	**Yvette Ybarra, SLO Coordinator ±**
	Beth Kronbeck, Faculty Accreditation Coordinator ±
CSEA:	**Narbeh Nazari, CSEA President**
[2]	**Seboo Aghajani (17-18)**
Administration:	**Anthony Culpepper, Executive Vice President Administrative Services**
[7]	**Rick Perez, Vice President Student Services**
	Michael Ritterbrown, Vice President Instructional Services
	Teyanna Williams, Associate Vice President Human Resources
	VACANT, Chief Information Services Officer
	Alfred Ramirez, Administrative Dean Continuing and Community Education
	Ramona Barrio-Sotillo, Associate Dean Continuing and Community Education
Manager/Confidential:	**Daphne Dionisio, Program Manager of Accreditation & Institutional Effectiveness**
ASGCC:	
Resource:	**David Yamamoto, SLO Database Coordinator ±**
Non-voting	**Linda Welz, I.T.**
Minutes Recorder:	**Gordon Lui, Office Research, Planning & Grants**
Non-voting	

INSTITUTIONAL PLANNING COORDINATION COMMITTEE

MEETING MINUTES
March 12, 2018
AD 121

Present: Edward Karpp (Chair), Seboo Aghanjani (CSEA), Siona Amrgousian (ASGCC), Ramona Barrio-Sotillo (Administration), Roger Bowerman (Guild), Anthony Culpepper (Administration), Maria Czech (Joint Faculty), Daphne Dionisio (Manager/Confidential), Beth Kronbeck (Other Faculty), Lara Kartalian (Resource), Narbeh Nazari (CSEA), Alfred Ramirez (Administration), Julie Gamberg (Joint Faculty), Francien Rohrbacher (Other Faculty), Piper Rooney (Senate), Andra Verstraete (Proxy for Rick Perez (Administration), Linda Welz (Resource), Teyanna Williams (Administration)

Absent: Shauna Case (ASGCC), Michael Ritterbrown (Administration), David Yamamoto (Resource), Yvette Ybarra (Other Faculty)

Quorum: 15/17

Call to Order: The meeting was called to order by Ed Karpp at approximately 12:15 p.m.

I.   Approval of Minutes
       a. The minutes from November 13, 2017 were reviewed.

       ➢ *It was MSC (Rooney/Dionisio) that the Minutes from November 13, 2017 be approved.*

II.   Review of Subcommittee Minutes
       a. Master Planning – Team A
           i. There were no Minutes to Review

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

Old Business:

III.   Standing Progress Reports
       a. Progress on 2016 ACCJC Recommendations
           i. Beth Kronbeck has sent out a request for Updates.
           ii. A lot of these have been updated in Sharepoint. The checklist can be viewed by going to Sharepoint / Institutional Effectiveness / Accreditation
       b. Progress on 2016 QFE
               1. Two big things were identified that we want to accomplish:
                   a. Integrating our Plans better.
                       i. We have done a lot of work on this but we still have some work to do.
                   b. Using the results of Learning Outcome Assessments more effectively and more integrated into what we do.
                       i. We have made a lot of progress on this however a lot of this depends on the full implementation of the eLUmen system.

IV.   Documentation for Assessing our Decentralized Approach to Learning Support and Tutoring.

a. This is related to one of the recommendations to investigate our current decentralized process for learning support and tutoring.
b. We have done this but we are keeping this on the Agenda because we do not have a formal report.
c. Ed Karpp will reach out to Eric Hanson to see if there is any update on this.

V. Cost Information for Oracle Module for Budget and Resource Allocation
a. Linda Welz will bring the cost information to the next IPCC meeting.
b. We have been working on this since November and are currently in the process of automating.
c. There will be a training session during the week of April 9, 2018.
d. The college will be moving from spreadsheets to online data collection this year.
e. We are expecting to be ready for the 2018 – 2019 Budgeting Process.

New Business:

VI. Plans Arising Out of Self-Evaluation
a. Beth Kronbeck has been asking for updates because in six months we have to start working on the midterm report where we have to address what we said we were going to do in our ISER (Institutional Self Evaluation Report).
b. The QFE and Recommendations for improvement also needs to be addressed.
c. Not everything needs to be completed but we do need to address where we are in the process.

VII. IMP Approval
d. The IMP Draft Goals were reviewed.
   i. Goal A
      1. Is there a definition for completion?
         a. Graduation. Transfer. In some circumstances building skills.
      2. It was recommended that we add a definition of completion either in the introductory material or as a footnote.
   ii. Goal B
      1. Clarification was requested on who this is addressed to? Those outside the institution or students?
   iii. Goal C
      1. Is it possible to add something regarding providing a bridge to another pathway?
      2. Add under C4: "Flexibility of Pathways"
   iv. Goal D
      1. D5 – Addition of the words, "Online Pedagogy," (content creation, online pedagogy, and instructional design).
      2. Include alignment of OEI (Use of "Statewide Online Education standards," instead of OEI).
   v. Goal E
      1. E7 – Add the words, "clean and functional."

   ➢ *It was MSC (Barrio-Sotillo/Gamberg) to move approval of the IMP.*

VIII. Grant Approval and Grant Staffing
a. The college is trying to maintain a consistent process when hiring Grand Funded positions.
b. Admin Exec identified that the policies and procedures for hiring Grand Approval was not consistently being followed.
c. One of the main reasons there needs to be consistency in the process is the budget component.

          i.   This will allow the college to understand the fiscal impact of the grant (temporary or ongoing)
               1.   If the fiscal impact is ongoing, what are the fiscal resources needed to maintain it.
- d. There is a relatively new process for grant staffing.
    - i. The most important takeaway is that these positions do not have a separate process. A lack of funds means that the employee can be let go.
- e. Further discussion will be continued at the next meeting.

IX.   External Scan Speaker Series
- a. We plan to continue with this series and need to get working on it.
- b. Some ideas for speakers include:
    - i. Kathy Booth (WestEd) to talk about Guided Pathways
    - ii. Secondary Workshop on Launchboard
    - iii. Perhaps Lori Sanchez
    - iv. Code Alignment Issue
    - v. Panel from GUSD

X.   Chancellor's Office New Vision for Success Metrics / Shared Metrics
- a. The Chancellor's Office is attempting to align/simplify some of its metrics.
- b. There are three webinars have been scheduled.

XI.   Guided Pathways & Navigate Updates (GP Work Plan, Meta Majors, Academic Planning, etc.)
- a. Awaiting information from Focus Groups and a report will hopefully be created before the end of the month. This will give us an idea about student perceptions, what blocks them from succeeding, how they pick majors, etc.
    - i. Focus Groups need to be ongoing. Looking in to creating large cohorts before fall that could be tracked over time.

XII.   Program Review: Adding Equity & Guided Pathways Questions & Data
- a. Ed Karpp created a dashboard for users to view disaggregated data from last year's Program Review.
- b. The Program Review Committee wants to identify other metrics that we can incorporate that would address equity and guided pathways.
- c. Time to completion to degree and number of excess credits might be added in to this year's dashboard.
- d. Instructional areas are being asked to to look at disaggregated data for course completion by ethnicity.
- e. What can we do with Student Services and Administrative Areas? What are questions that should be added that are equity focused or culturally responsive?
- f. It was suggested that there be a question asking students how many hours students are working per week.
- g. It might be helpful to add a question asking students what they feel are their greatest barriers.

XIII.   Research & Planning's 2018 Campaign for a Data-Driven Culture of Inquiry ("3D: Data/Dialog/Documentation)
- a. When it was decided that areas would only do a major review once every three years it was agreed that in the off years everyone would look at data, have discussions and document it.
- b. We want to push the idea of the 3Ds: Data/Dialog/Documentation where basically everything we do on campus, all the decisions made and why they were made, are documented.
- c. A presentation will hopefully be done at the April Faculty meeting.

XIV. Evidence of ACCJC's Shift Toward Support Rather than Compliance (Shortened Annual Report & Substantive Change Report, Disaggregation, Portfolio, Model for Vice Presidents)
   a. ACCJC has become very open with communication.
   b. They are shortening reports.
   c. They want the emphasis to be on improvement.
   d. They have created a model for Vice Presidents.
       i. Three Vice Presidents that cover all of the community colleges.
       ii. GCC's Vice President is Gohar Maranjyan who will be visiting GCC in November.
       iii. Our Vice President is our direct liaison and the next time we have Accreditation she will be here working with us.
       iv. The idea is no longer that the ACCJC will look at what is wrong with an institution but rather how they can help us improve.
       v. Hopefully by the next time we have our next Accreditation visit everything will be on a fillable form that gets uploaded in to the ACCJC instead of printing of all documents.
       vi. The 128 standards will be cut down to approximately 15.

Meeting Adjourned at: 1:30PM
Next Meeting: April 9, 2018
Minutes Recorded by: G. Lui