Glendale Community College
Institutional Planning Coordination Committee
Agenda

December 10, 2018
12:15 pm
AD 121

Call to Order
Announcements
Approval of IPCC Minutes
1.   October 8, 2018 IPCC Minutes

Review of Subcommittee Minutes
2.   Master Planning – Team A – No Minutes to Report

3.   Program Review – Adopted Minutes from October 16, 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.   Master Planning External Speaker Series

New Business

6.   Resource Allocation for Grants
7.   How to Report Grants' Resource Requests in Program Review
8.   Handling Resource Requests for VP Offices

Other
Adjournment

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: **Seats related to postition**	**Francien Rohrbacher, C & I Coordinator ±** **Yvette Ybarra, SLO Coordinator ±** **Beth Kronbeck, Faculty Accreditation Coordinator ±**
CSEA: [2]	**Narbeh Nazari, CSEA President** **Seboo Aghajani (19-20)**
Administration: [7]	**Anthony Culpepper, Executive Vice President Administrative Services** **Michael Ritterbrown, Vice President Instructional Services** **Paul Schlossman, Vice President Student Services** **Calvin Madlock, Chief Information Services Officer** **Alfred Ramirez, Administrative Dean Continuing and Community Education** **Ramona Barrio-Sotillo, Associate Dean Continuing and Community Education**
MaC:	**Daphne Dionisio, Program Manager of Accreditation & Institutional Effectiveness**
ASGCC:	
Resource: **Non-voting**	**David Yamamoto, SLO Database Coordinator ±** **Calvin Madlock, I.T.**

INSTITUTIONAL PLANNING COORDINATION COMMITTEE
MEETING MINUTES
October 8, 2018
AD 121

Present: Edward Karpp (Chair), Seboo Aghanjani (CSEA), Serj Arsenian (ASGCC), Ramona Barrio-Sotillo (Administration), Roger Bowerman (Guild), Anthony Culpepper (Administration), Maria Czech (Joint Faculty), Valicia Dantzler (Administration), Daphne Dionisio (Joint Faculty), Lara Kartalian (Resource), Beth Kronbeck (Other Faculty), Narbeh Nazari (CSEA), Francien Rohrbacher (Other Faculty), Piper Rooney (Senate), Paul Schlossman (Administration), Leeah Voskerchian (ASGCC), Yvette Ybarra (Other Faculty)

Absent: Alfred Ramirez (Administration), Julie Gamberg (Joint Faculty), Calvin Madlock (Admin), Michael Ritterbrown (Administration), David Yamamoto (Resource), Linda Welz (Resource)

Guest: Nonah Maffit

Quorum: 15/18

Call to Order: The meeting was called to order by Ed Karpp at approximately 12:20 p.m.
I.   Announcements
    a. The next IPCC meeting is scheduled on Veteran's Day. This meeting will not be rescheduled unless we are unable to have a meeting in December due to finals.

II.   Approval of Minutes
    a. The minutes from September 10, 2018 were reviewed.

> ➤ ***It was MSC (Bowerman/Schlossman) that the Minutes from September 10, 2018 be approved without corrections.***

III.   Review of Subcommittee Minutes
    a. Master Planning – Team A
        ➤ No Minutes to Report

    a. Program Review

        i. Unadopted Minutes from September 18, 2018
            ➤ ***It was MSC (Bowerman/Rohrbacher) that the Unadopted Minutes from September 18, 2018 be accepted.***

Old Business:

IV.   Standing Progress Reports
    a. Progress on 2016 ACCJC Recommendations
        i. The Sharepoint Task List was reviewed.
            1. We are making progress on our recommendations for improvement.
            2. We are almost done with most of the recommendations.
            3. NeoGov is pending for the tracking of Adjunct Evaluations.
    b. Progress on Action Items from 2016 Self Evaluation Report

          i.   Beth Kronbeck has emailed those who have responsibilities. They have been requested to provide a narrative when submitting their data.
   c. Progress on 2016 QFE

V.   Documentation for Assessing our Decentralized Approach to Learning Support and Tutoring.
   a. This recommendation has been met. The college has decided not to centralize the labs.

VI.   Master Planning External Speaker Series
   a. OER (Open Educational Resources) And ZTC (Zero Textbook Costs) is scheduled for Friday, April 26, 2019 in the Student Center.
   b. DE/DE PD/OEI has been confirmed but there is not yet a date.
   c. CSEA Contribution to Guided Pathways – Waiting on confirmation from Bill Rawlings.
   d. K-12
   e. City Manager – Ed Karpp to ask Dr. Viar if he will reach out.
   f. VP Student Services at Skyline – Paul Schlossman to reach out to Angelica Garcia.
   g. New Funding Formula – This might be a good topic for spring.

VII.   Integrating SLO Assessments into Program Review
   a. We have been implementing e-Lumen and thought it would be a good idea to discuss how SLO Assessments are going to integrate into Program Review.
   b. We can't use information in Program Review until everyone starts assessing and because the college has different cycles, it's not consistent.
   c. We have discussed force feeding an assessment in spring 2019 so that we are able to have assessment information in eLumen for use for Program Review.
   d. Yvette Ybarra has a meeting with Melissa on Friday and will ask about the missing icon linking to the learning outcome portion to e-Lumen.

New Business:

VIII. Tracking IMP (Institutional Master Plan) Actions
   a. Daphne Dionisio set up Sharepoint Task List based on the IMP which the committee reviewed.
   b. The IMP was approved in spring 2018 and every year in spring we want to develop a report on the progress of the IMP.
   c. This task list will assist in tracking all of the actions in the IMP (Goals and Subgoals).
   d. The task list gives us an estimate of each tasks percentage of completion.
   e. This will be added as a standing progress report.

IX.   Update on Coordinating Professional Development (including online professional development)
   a. IMP
   b. Working with Staff Development and Faculty Development in the creation of a plan to make sure it is aligned with the Master Plan.
   c. The college is looking to initiate an online Professional Development piece.
   d. Online Professional Development lessons would mostly be issued through Canvas.
   e. There is a question as to whether Classified Staff can receive CPGU for completing online lessons in Canvas.
        i. This would be dependent on what the course is and its content.
   f. When online courses are created someone will need to enroll Faculty and Staff and then track their completion. Once the spreadsheet is prepared it would be forwarded to the individuals who provide CPGU or Flex.
   g. It was recommended that the development of online courses involve Distance Education Faculty in order to ensure best practices are followed.

       h. A meeting needs to be set up to further discuss this.

   X. ACCJC Peer Review Training
       a. The list from the ACCJC of who from GCC is available for Accreditation visits to other colleges was reviewed.
       b. There are some issues with the list (names need to be removed and some requested names need to be added).
   XI. QFE Project on Integrated Planning
   XII. Update on Creation or Revision of Component Plans

Meeting Adjourned at: 1:30 p.m.
Next Meeting: TBD
Minutes Recorded by: G. Lui