Glendale Community College
Institutional Planning Coordination Committee
Agenda

May 13, 2019
12:15 pm
AD 121

Call to Order

Announcements

Approval of IPCC Minutes

1.   March 11, 2019IPCC Minutes

Review of Subcommittee Minutes

2.   Master Planning – Team A – Minutes from April 26, 2019

3.   Program Review – Unadopted Minutes from March 19, 2019

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
6.   How to Report Grants' Resource Requests in Program Review

New Business

7.   Centralizing Equity and Diversity Efforts
8.   Frequency of Three-Year Student Survey
9.   Update on AR 7225 (Division Chair Qualifications)
10.   Timeline and Stretch Goals for Midterm Report
11.   Institution-Set Standards
12.   Local Vision for Success Goals
13.   Annual Goals for 2019 – 2020
14.   Adding Guided Pathways Coordinators as Resources to IPCC

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 4, 2013
approved with changes September 12, 2016
approved with no changes September 10, 2018

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
March 11, 2019
AD 121

Present: Edward Karpp (Chair), Seboo Aghanjani (CSEA), Manush Aghazarian (ASGCC), Valicia Dantzler (Administration), Daphne Dionisio (Manager/Confidential), Alex Gevorkian (ASGCC), Beth Kronbeck (Other Faculty), Calvin Madlock (Admin), Narbeh Nazari (CSEA), Alfred Ramirez (Administration), Francien Rohrbacher (Other Faculty), Piper Rooney (Senate), Paul Schlossman (Administration)

Absent: Ramona Barrio-Sotillo (Administration), Roger Bowerman (Guild), Anthony Culpepper (Administration), Maria Czech (Joint Faculty), Alex Gevorkian (ASGCC), Michael Ritterbrown (Administration), David Yamamoto (Resource), Yvette Ybarra (Other Faculty)

Guest: Nonah Maffit

Quorum: 12/19

Call to Order: The meeting was called to order by Ed Karpp at approximately 12:19 p.m.

  I.   Approval of Minutes
      a. The Minutes from December 10, 2018 were reviewed.
          ➢ *It was MSC (Rooney/Schlossman) that the Minutes from December 10, 2018 be approved without corrections.*

      b. Review of Subcommittee Minutes
              i. Master Planning – Team A
                      1. No minutes to Report
             ii. Program Review
                      1. The Undadopted Minutes from February 19, 2019 were reviwed.
                      ➢ *It was MSC (Rooney/Dionisio) that the February 19, 2019 Program Review Minutes be accepted.*

 II.   Standing Progress Reports: Progress on 2016 ACCJC Recommendations, Self-Evaluation Report, QFE
      a. Mostly doing great on these.
      b. The Senate has established a Schedule.
      c. HR is working on possibly implementing NeoGov for Adjunct Evaluations.
              i. We currently have Oracle EBS – HR Core and PeopleSoft 9.2 for Campus Solutions.
             ii. We do not have the module for Performance Evaluations. In order to implement that module we would have to move HR entirely to the Cloud.
            iii. Calvin Madlock is looking at the NeoGov contract terms.
             iv. Another meeting with NeoGov needs to be scheduled.
              v. By December 2019 the college should be able to say that we have the software in place. Implementation date is unknown.
      d. Cranium Café
              i. Provides access to online counseling appointments.
             ii. This has been implemented but not on a large scale.
            iii. Counseling has started advertising this in spring.

III. Master Planning External Speaker Series
   a. Angelica Garcia, VP, Skyline College. Interested but has scheduling conflicts.
   b. March 27, 2019: Bill Rawlings: The Role of Classified Staff in the Vision for Success.
   c. April 26, 2019: James Glapa-Grossklag, How to Effectively Use OER and ZTC at GCC.

IV. Payment for Master Planning Speaker's Series, Honorariums, etc.
   a. There are questions on how to formalize a process for payments for honoraria and travel, hotels, etc.
   b. What is the best way to create a procedure? An informal process or an Admin Reg?
   c. This could potentially fall under a number of categories, i.e., Visitors on Campus or Volunteers.
   d. It was suggested that we need to restore the Master Plan Budget.
   e. A FAQ should be developed and brought back to IPCC for review.

V. Update on Student Services Metrics and Goals
   a. The state is changing all the measures we've traditionally used to evaluate how well colleges are doing.
   b. Ed Karpp will report on the 2018 Scorecard Measures at the Faculty meeting tomorrow.
   c. New data to be used for new funding formula.
   d. State and various consultants have created student success metrics.
   e. Vision for Success Goals
      i. All colleges need to do this.
      ii. Senate is starting to work on this.
      iii. Taskforce is looking at the goals.
      iv. We have to set a minimum of 6-7 goals and have them approved by the Board by May.

VI. ACCJC Annual Report and Midterm Report
   a. IPCC is mainly involved in the Midterm report.
   b. Ed Karpp presented a little bit on what we have to report to the ACCJC.
   c. Annual Report has changed slightly this year.
      i. It is a little less specific on SLOs.
      ii. Graduation Rate from Federal Scorecard (New)
      iii. Course Completion Rate – new this year is a stretch goal – aspirational for student success course completion rate.
      iv. There is no consequence for not meeting the stretch goal. It is mostly for planning purposes.
      v. There is a required financial report that Anthony Culpepper and Amir Nour will work on.
   d. The Midterm Report requires us to respond to all of our recommendations.
      i. We are basically done with all of these.
      ii. We also must respond to the self-report which can be done in a table.

VII. Assignments for IMP Subgoals
   a. The IPCC Committee reviewed the Tasklist and made assignments to specific individuals.

VIII. IMP Goal E.4. Professional Development for Staff
   a. IMP Goal E4 is to increase and improve Professional Development opportunities for Faculty, Staff, and Students to develop Technical skills and other topics prioritized by the Institutional Master Plan.
   b. Lynda.Com is available for some training.
   c. Money is required for online Professional Development for experts, canvas, etc.
   d. How do we address sufficient support for Professional Development, specifically for financial support?

   ➢ *It was MSC (Nazari/Rooney) that IPCC recommends to the Administrative Affairs Committee that they give a high priority to establishing and funding a Professional Development Budget for Staff Development.*

Meeting Adjourned at: 1:30 p.m.
Next Meeting: April 8, 2019
Minutes Recorded by: G. Lui