

INSTITUTIONAL PLANNING COORDINATION COMMITTEE

MEETING MINUTES

March 13, 2017

AD 121

Present: Edward Karpp (Chair), Saodat Aziskhanova (CSEA), Anthony Culpepper (Administration), Sintia Danylian (ASGCC), Daphne Dionisio (Joint Faculty), Marc Drescher (Administration), Agnes Eisagalian (Proxy for Seboo Aghanjani) (CSEA), Rachel Gibuena (ASGCC), Zohara Kaye (Guild), Deborah Kinley (Administration), Beth Kronbeck (Other Faculty), Sarah McLemore (Other Faculty), Rick Perez (Administration), Alfred Ramirez (Administration), Michael Ritterbrown (Administration), Piper Rooney (Joint Faculty), Teyanna Williams (Administration)

Absent: Deborah Robiglio (Joint Faculty), Andy Young (Senate), David Yamamoto (Resource), Yvette Ybarra (Other Faculty)

Quorum: 16/19

**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 December 12, 2016 were reviewed.

- ***It was MSC (Aziskhanova/Perez) that the Minutes from December 12, 2016 be approved with a correction to a spelling error and the attendance list.***

II. Review of Subcommittee Minutes

a. Master Planning – Team A

i. The minutes from the December 2, 2016 meeting were reviewed.

- ***It was MSC (Dionisio/Kronbeck) that the Program Review Minutes from December 2, 2016 be accepted.***

b. Program Review

i. The Adopted Minutes from the November 15, 2016 meeting were reviewed.

- ***It was MSC (Kronbeck/Dionisio) that the Program Review Minutes from November 15, 2016 be accepted.***

ii. The Unadopted Minutes from the February 21, 2017 meeting were reviewed.

- ***It was MSC (Kronbeck/Dionisio) that the Unadopted Program Review Minutes from February 21, 2017 be accepted.***

**Old Business:**

III. Governance Survey

a. The IPCC previously filled out the survey and some information was not available when it was reviewed.

b. Most updated version has been uploaded to the IPCC page.

- c. #5 asks for indicators that the committee develops and tracks over the years to get an idea of the performance of the committee.
- d. Number of ILOs with Assessment reports: All ILOs have associated assessments at the course and program levels.
- e. Program Review completion rate: 95%.

➤ ***It was MSC (Perez/Ritterbrown) to approve and move the Governance Survey document forward with one correction to the survey (2016 is listed twice).***

#### IV. Standing Progress Reports

- a. We need to keep track of the progress of the following:
  - 1. Progress on 2016 ACCJC Recommendations
    - a. We need to track how we are responding to the eight recommendations.
    - b. The college was notified that the first recommendation would be deleted. However, they do not actually change the report. Delete means it becomes an improvement recommendation not a compliance recommendation.
    - c. We will still need to respond to this but whenever we refer to it we will need to reiterate what the commission said and that it is no longer a compliance recommendation.
    - d. It is recommended that whenever this is mentioned in writing that we insert a quote from the compliance commission regarding the deletion.
  - 2. Progress on Action Items from 2016 Self Evaluation Report
    - a. At the end of each section of the Self-Study we put together a list of action times that we need to keep track of.
  - 3. Progress on 2016 QFE
    - a. There were two action projects.
      - i. Action Project 1: Improve the integration of planning.
      - ii. Action Project 2: Improve the use of Learning Outcome Assessments.
- b. In order to start the process of keeping track we are using Sharepoint.
  - 1. If you go to Accreditation in Sharepoint, under Midterm Report 2020 the above items are listed.
  - 2. A task list is available for each of the recommendations.
  - 3. We will need to make assignments for each of these tasks.
    - a. Ed Karpp, Daphne Dionisio, and Beth Kronbeck will assign people to each task and then we can review the progress in IPCC.

#### V. Update on Mission Statement Revision (BP 1200)

- a. IPCC is one of the committees responsible for the college Mission Statement.
- b. At the Team A meeting in November 2016, Dr. Viar presented a revised Mission Statement.
  - i. It was determined that we would collect feedback from all employees and the ASGCC.
  - ii. Survey has gone out via SurveyMonkey.
  - iii. Feedback will be collected through the end of the week.
  - iv. Team B will discuss the results and then it will be moved to Team A, the Senate, and then IPCC from voting. From IPCC it will go to College Executive and then the Board.

## **New Business:**

- VI. Update on Institutional Master Planning Process
  - a. This is an informational item.
  - b. Team A met last Friday and did an exercise to develop a report of the strengths and weaknesses of the college.
    - i. Team B will take this information and create a document.
    - ii. External scanning will then take place where we will look at external opportunities and threats to the college.
    - iii. Team B will then match those and put together a set of overarching goals for the college.
      - 1. In fall, Team A will look at those goals and that will become the skeleton of the IMP. From there we will discuss strategies.
    - iv. There may be 3 Team A meetings in spring and two in the fall semester.
  
- VII. Reviewing and Using Program Review Findings at Institutional Level
  - a. Daphne Dionisio shared the idea of Program Review.
    - i. Program Review is a process where the different departments across campus engage in self-assessment to identify their strengths and weaknesses.
    - ii. It allows departments to demonstrate that they are making decisions or changes for improvement at the program level.
    - iii. It has been recommended that it might be useful to look across Program Review findings and see if there are any implications for the Institution level.
      - 1. Daphne Dionisio is going to do a meta-analysis of the different self-assessments to see if there are any trends popping up (i.e. What are the most common needs?).
      - 2. If there are any trends that pop up we can share this information with Deans and Administrators to evaluate whether it is appropriate to make any changes at the higher level.
        - a. It was recommended that that using a Content Analysis Tool (i.e. Atlas) might be beneficial to assist with this.

Meeting Adjourned at 1:05 p.m.

Next Meeting: April 10, 2017

Minutes Recorded by: G. Lui