ADOPTED MINUTES

INSTITUTIONAL PLANNING COORDINATION COMMITTEE

MEETING MINUTES
November 13, 2017
AD 121

Present: Edward Karpp (Chair), Maria Czech (Joint Faculty), Daphne Dionisio (Manager/Confidential), Julie Gamberg (Joint Faculty), Lara Kartalian (Resource), Zohara Kaye (Guild), Beth Kronbeck (Other Faculty), Sarah McLemore (Other Faculty), Rick Perez (Administration), Michael Ritterbrown (Administration), Piper Rooney (Joint Faculty), Linda Welz (Resource), Teyanna Williams (Administration)

Absent: Seboo Aghanjani (CSEA), Saodat Aziskhanova (CSEA), Anthony Culpepper (Administration), Melvin Issaei (ASGCC), Keran Oroudjian (ASGCC), Alfred Ramirez (Administration), David Yamamoto (Resource), Yvette Ybarra (Other Faculty)

Quorum: 10/17

Call to Order: The meeting was called to order by Ed Karpp at approximately 12:21 p.m.

I. Approval of Minutes
   a. The Minutes from the October 9, 2017 meeting were reviewed.

   - ***It was MSC (Kaye/Dionisio) that the Minutes from October 9, 2017 be approved with corrections.***

II. Review of Subcommittee Minutes
   a. Master Planning – Team A
      i. No Minutes to review.
   b. Program Review
      i. No Minutes to review.

Old Business:

III. Standing Progress Reports
   a. Progress on 2016 ACCJC Recommendations
      i. Institution Set Standards
         1. Senate now has a process for reviewing Institution Set Standards.
         2. Senate has a timeline and it is being followed for this year.
         3. One complication is that we have heard that on the next ACCJC Annual Report (due in March) the will be asking for Aspirational Goals.
         4. This will probably have to go back to the Senate to change the policy so that it includes the Aspirational Goals.

b. Progress on Action Items for 2016 Self Evaluation Report
    i. Revisit Institution Set Standards – Checked Off
    ii. Disaggregation of Learning Outcomes
        1. We have implemented eLumen which makes disaggregation possible. We'll see what the requirements are in the future although we should be in good shape for this as eLumen supports this.
    iii. Documentation of Learning Outcomes Assessment
        1. Still an issue of doing more formal documentation. The Learning Outcomes Committee created a form to document the discussion.
        2. We still need more work on this.
    iv. Assessing our Decentralized Approach to Learning Support and Tutoring.
        1. We have made a lot of progress.
        2. We have a centralized approach to tutoring.
        3. Eric Hanson now meets with all the Lab Directors.
        4. There was a question as to the results of the survey sent out and whether there is documentation of the meetings held with Lab Directors. Where does this information feed into?
            a. Eric Hanson has a spreadsheet of the survey results.
            b. Minutes are being taken of the Lab Director meetings and are sent to Dr. Ritterbrown.
            c. The information is discussed in the Dean's meeting and then it goes back to the Learning Center itself. There is not a current structure for it.
            d. This can be added to the IPCC Agenda to make sure that documentation exists.
    v. Online Counseling
        1. This is moving forward.
        2. Still in the Pilot Phase.
        3. The software being used is Cranium Café.
    vi. Evaluation of Adjunct Faculty
        1. Oracle can support what we need to do.
        2. This will be picked up in spring after the Planning and Budgeting project.
    vii. Evaluation Forms (SLO)
        1. The standard is going to be deleted so we probably do not need to worry about this.
c. Progress on 2016 QFE (Quality Focus Essay)

New Business:

IV. Annual Goals for 2017 – 2018
a. The Annual Goals for 2017 – 2017 were reviewed.
b. Four Annual Goals were identified and most of those came from the EMP (Educational Master Plan).

- ***It was MSC (Ritterbrown/Czech) that the Annual Goals for 2017 – 2018 be approved.***

V. Accreditation Standard Changes
   a. Expecting deletions on using SLOs in evaluations.
   b. Expecting de-emphasis of disaggregation.
   c. Currently all standards are of equal weight. Board of Governors will be meeting in January to discuss changing this.
      i. There are 128 individual standards for a college to be evaluated on. The existing 128 will be re-categorized under 11 overarching standards. There will be a hierarchy and the more important standards will be weighted more heavily.
   d. There will be three Vice Presidents that they will split up amongst all those who fall under ACCJC.
      i. Those Vice Presidents will work directly with the colleges.
      ii. The Vice Presidents will be part of the evaluation team that visits the college they are working with.

VI. Oracle Module for Budget and Resource Allocation
   a. There has been a subgroup from Purchasing/Finance and Human Resources who have been working on this.
   b. Performance Architects is the vendor that has been selected. They will be onsite the week of November 27, 2017 to get started.
   c. Work in HR (Human Resources) will begin in January 2017.
   d. Goal is to have this in place by next year's budget process.
   e. This is an Oracle application and the first that is solely in the cloud.
   f. IPCC will need to figure out how to match up the new application for Program Review Requests and the new Oracle Module.
   g. There was a question as to what the cost was for this. Linda Welz will report back at the March meeting with the numbers.

VII. Resource Request Prioritization Processes
   a. Michael Ritterbrown, Anthony Culpepper, Daphne Dionisio, and Ed Karpp have met a few times to talk about how to our system and how to streamline, make it more efficient and tie it to our processes.
   b. A few changes have been made but still need to be finalized.
   c. Some of the changes include:
      i. CCCC no longer being the one to prioritize technology requests.
         1. Now the idea is that Tech Requests out of IT will be prioritized by Administrative Affairs.
      ii. Academic Affairs will review and rank requests and then send it back to Division Chairs Meeting for ratification.
      iii. There will be more transparency on how decisions are made about how much we can and can't fund.
   d. The process is still being worked on and it will be included in the Integrated Planning Handbook. It will be brought to IPCC to review and identify any potential problems.

VIII. Guidelines for Committee Agenda and Minutes from Governance

a. For the past few semesters Ed Karpp, Daphne Dionisio, and Beth Kronbeck have gone to the Governance Review Committee to propose changes to the Governance Document.
b. The IPCC Committee reviewed the changes that were requested:
    i. #2 more guidelines for posting Agendas and Minutes
        1. Change would be that Agendas and Background documents would be provided three calendar days before the meeting.
    ii. Brief Summary of the discussion as related to the motions/actions. This was not approved as it is already covered in the Governance Document.
    iii. Minutes should be posted within four weeks of the previous meeting. These can be adopted or unadopted minutes.

IX. Program Review Processes to Include Dean and VP Review and Feedback to Departments

a. This came out of the Program Review Committee.
b. The idea is that after a program has completed its Program Review Document the Dean or VP of an area will give feedback to the department after it has been validated.
    i. This would not only be for performance but also for Resource Requests.
    ii. Timelines still need to be looked at.
    iii. Is there any way to have the Deans and VPs involved earlier on so that they are involved in the initial process prior to submission?
        1. This is something that we can discuss for incorporating in to next year's process.

Meeting Adjourned at 1:09 p.m.
Next Meeting: TBD
Minutes Recorded by: G. Lui