ADOPTED MINUTES

INSTITUTIONAL PLANNING COORDINATION COMMITTEE

MEETING MINUTES
April 9, 2018
AD 121

Present: Siona Amrgousian (ASGCC), Ramona Barrio-Sotillo (Administration), Roger Bowerman
             (Guild), Shauna Case (ASGCC), Anthony Culpepper (Administration), Maria Czech (Joint
             Faculty), Daphne Dionisio (Manager/Confidential), Julie Gamberg (Joint Faculty), Lara
             Kartalian (Resource), Beth Kronbeck (Other Faculty), Narbeh Nazari (CSEA), Rick Perez
             (Administration), Michael Ritterbrown (Administration), Francien Rohrbacher (Other
             Faculty), Piper Rooney (Senate), Yvette Ybarra (Other Faculty), Linda Welz (Resource)

Absent: Edward Karpp (Chair), Seboo Aghanjani (CSEA), Alfred Ramirez (Administration),
             Teyanna Williams (Administration), David Yamamoto (Resource)

Quorum: 15/18

Guest: Richard Cortes

Call to Order: The meeting was called to order by Daphne Dionisio at approximately 12:25 p.m.

    I.   Announcements
           a. There was a request to move Item 11 (Proactive Strategies Regarding New Funding
               Formula) up on the Agenda to be discussed after the approval of the Minutes.

           ➤ *It was MSC (Rooney/Barrio-Sotillo) to move Item 11 up on the Agenda for discussion.*

    II.   Approval of Minutes
           a. The IPCC Minutes from March 12, 2018 were reviewed.

           ➤ *It was MSC (Bowerman/Perez) that the Minutes from March 12, 2018 be approved
             without corrections.*

    III.   Review of Subcommittee Minutes
           a. Master Planning – Team A
                 i. There were no Minutes to Review.
           b. Program Review
                 i. The Adopted Minutes from November 21, 2017 were reviewed.

                 ➤ *It was MSC (Rooney/Bowerman) to accept the Adopted Program Review
                   Minutes from November 21, 2017.*

                 ii. The Unadopted Minutes from March 20, 2018 were reviewed.

                 ➤ *It was MSC (Kronbeck/Rooney) to accept the Adopted Program Review
                   Minutes from March 20, 2018.*

Old Business:

IV. Standing Progress Reports
    a. Progress on 2016 ACCJC Recommendations
        i. Oracle and Adjunct Evaluations
            1. There is a meeting scheduled to discuss options.
    b. Progress on 2016 QFE
        i. The Learning Outcomes Committee will be going over this at the April meeting.

V. Documentation for Assessing our Decentralized Approach to Learning Support and Tutoring.
    a. Nothing to report

VI. Cost Information for Oracle Module for Budget and Resource Allocation
    a. Overall cost for the module was $250,000 which includes implementation and initial licensing.

VII. Grant Approval and Grant Staffing
    a. We do currently have a Grant Approval process however nobody uses it.
    b. A lot of the grants are having difficulties with staffing.
        i. Once we take on a grant we later find out that there was no plan for staffing or that the staffing plan did not follow proper procedure or was unworkable.
        ii. Issues trickle down to Release Time/Stipends.
            1. Because there isn't a process staff are often not paid for months.
        iii. Dr. Ritterbrown added on to the Grant Approval process a process by which we would be able to identify how grants are staffed and what resources would be needed to complete that staffing before the grant goes in.
            1. This is currently a proposal that will be reviewed across campus committees for input.
            2. Being brought to IPCC to start so that input can be provided and a determination as to where it should go next.
            3. This will be Agendized for the next meeting.

VIII. Plans Arising Under Self-Evaluation
    a. There are a couple of things Outstanding.
        i. AR 7225 for Division Chairs
            1. This will be discussed at the next Division Chairs meeting.
        ii. Code of Ethics
            1. We have a Code of Ethics however we do not have anything regarding the consequences of violating the Code of Ethics.
            2. Ed Karpp is working with the various groups on this.
        iii. How Do We Measure Appropriate Staffing Levels (III.A.9)
            1. No movement on this.
            2. What type of data would be looked at in order to determine appropriate staffing levels?
            3. Perhaps this should go to IHAC and CHAC committees to require data in their requests.
            4. Dr. Culpepper will touch base with the other VPs to identify where this would best fit within the operations.

   iv. Noncredit increase of Utilization
    1. Ramona Barrio-Sotillo has been updating and addressing items.
    2. Another update may be requested when it is time to respond to the ACCJC.
   v. Beth Kronbeck and Linda Welz will meet after spring break to discuss the items that were left for Marc Drescher.

IX. Master Planning External Speaker Series
 a. Kathy Booth will be here on June 1, 2018 to discuss Guided Pathways and Labor Market Information.
 b. We are looking to get a representative from GUSD.
 c. We received some information from EAB (Educational Advisory Board) about speakers who may potentially be able to come to campus to share information on best practices and Guided Pathways.
 d. There is interest in having a speaker from a college who is further down the road in Guided Pathways.
 e. It was also suggested that we invite Angelica Diaz (VP of Student Services) from Skyline to speak on meta majors.
 f. Yvette Ybarra to speak with Dr. Ritterbrown about possibly having Melissa from e-Lumen speak to the campus.
 g. It was suggested that we reach out to Janet Fulks from Bakersfield College.

New Business:

X. Professional Development (a) IMP (Institutional Master Plan) & GP- alignment (b) Management and Evaluation of Events
 a. For our Institutional Master Plan and the Guided Pathways work plan there are a lot of elements that have impacts for Professional Development.
  i. There was a meeting between our Director of Communications and Community Relations and some leaders of Guided Pathways teams regarding Professional Development Communication.
   1. Review of Guided Pathways and Institutional Master Plan and started the process of how we might develop a program of Professional Development.
 b. Management and Evaluation of Events
  i. There have been various discussions with different groups on campus about how we handle and approach evaluations.
   1. Topics included: What is the data we need to collect? What is the data that we would like to collect? What would be beneficial to us in developing the evaluations? Would print or electronic benefit us best?
   2. We are involved in the initial conversation with having GCC possibly participate in a pilot program with a system called Cornerstone which we have looked at in the past for Processional Development.
    a. The Chancellor's Office is looking at possibly having Cornerstone available for the community colleges.

b. Palomar is one of the colleges which has been the leader in developing this plan.
   i. Lara Kartalian will be speaking with representatives and will then speak with different groups on campus to see if this is something we are interested in doing.
   ii. If we are elected as a participant in the pilot program it would allow us to build our evaluations into the program; it would allow us to track Professional Development electronically; we could grow Professional Development across campuses.

XI. Proactive Strategies Regarding New Funding Formula
   a. The new funding formula proposed by the Chancellor's Office reduces our apportionment to 50% based on enrollment and then has 25% based on things like low income and then 25% related to completion metrics like degrees and certificates completed in 3 years or less.
   b. We have been thinking about how this might impact the college and what strategies we might take if this funding formula is retained.
      i. Richard Cortes presented some strategies that have been discussed with Dr. Ritterbrown.
         1. University of California developed a Transfer Pathways Program.
            a. These are common major related requirements at the 9 UC Campuses.
            b. pathwaysguide.universityofcalifornia.edu
         2. Can GCC develop AA degrees using these pathways?
            a. This would be a very proactive thing to do and GCC would be one of the first campuses to do it.
            b. This IGETC would be coupled with the Transfer Pathways Program to create the degree.
            c. Richard Cortes has contacted some of the Articulation Officers said they are willing to create a taskforce to see how many of these Transfer Pathways Major overlap with the CSU Template Majors.
      ii. What are other possible strategies being discussed if this funding formula goes through?
         1. Automated Degrees is being worked on with IT.

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