

INSTITUTIONAL PLANNING COORDINATION COMMITTEE

MEETING MINUTES

May 21, 2018

AD 121

Present: Edward Karpp (Chair), Seboo Aghanjani (CSEA), Siona Amrgousian (ASGCC), Ramona Barrio-Sotillo (Administration), Roger Bowerman (Guild), Beth Kronbeck (Other Faculty), Narbeh Nazari (CSEA), Michael Ritterbrown (Administration), Julie Gamberg (Joint Faculty), Piper Rooney (Senate), Andra Verstraete (Proxy for Rick Perez) (Admin), Linda Welz (Resource), Yvette Ybarra (Other Faculty)

Absent: Anthony Culpepper (Administration), Maria Czech (Joint Faculty), Daphne Dionisio (Manager/Confidential), Alfred Ramirez (Administration), Francien Rohrbacher (Other Faculty), Teyanna Williams (Administration), David Yamamoto (Resource)

Quorum: 11/18

Call to Order: The meeting was called to order by Ed Karpp at approximately 12:20 p.m.

I. Approval of Minutes

a. The IPCC Minutes from April 9, 2018 were reviewed.

➤ ***It was MSC (Bowerman/Kronbeck) that the Minutes from April 9, 2018 be approved without corrections.***

II. Review of Subcommittee Minutes

a. Master Planning – Team A

i. The Adopted Minutes from November 17, 2017 were reviewed.

➤ ***It was MSC (Ritterbrown/Barrio-Sotillo) that the Adopted Minutes from November 17, 2017 be accepted.***

ii. The Unadopted Minutes from April 27, 2018 were reviewed.

➤ ***It was MSC (Bowerman/Barrio-Sotillo) that the Unadopted Minutes from April 27, 2018 be accepted.***

b. Program Review

i. The Adopted Minutes from April 10, 2018 were reviewed.

➤ ***It was MSC (Rooney/Bowerman) that the Unadopted Minutes from April 10, 2018 be accepted.***

Old Business:

- III. Standing Progress Reports
 - a. Progress on 2016 ACCJC Recommendations
 - i. Institution Set Standards
 - 1. Everything is in place to resolve the recommendations.
 - 2. Senate adopted its policy and timeline.
 - ii. Disaggregate Learning Outcomes
 - 1. We are able to do this now in eLumen however there are a few glitches that are currently being worked on.
 - 2. The Rubric has been changed. Right now we are going with met/not met.
 - 3. Policy is still a three year cycle.
 - iii. Formalizing Informal Conversations for Learning Outcomes
 - 1. We need to make sure that we are documenting.
 - iv. Assessing our Decentralized Labs and Learning Centers
 - 1. Eric Hanson is holding regular meetings with all lab staff and documenting these meetings.
 - v. On-Line Counseling
 - 1. There is currently a pilot program running now.
 - vi. Evaluation of Adjunct Faculty
 - 1. Ongoing.
 - 2. A meeting was held with NeoGov and it looks as though we can enter the information there and it will create the kind of list we are looking for.
 - 3. Val Dantzler from Human Resources is working with IT to make sure we have the correct data to go in to the system.
 - vii. Evaluation Forms
 - 1. Evaluation Forms have been negotiated and adjusted.
 - 2. This was taken off the Standards but should still be addressed in the Midterm report.
 - 3. It was suggested that we include a parallel process/language.
 - b. Progress on Action Items from 2016 Self Evaluation Report
 - i. No Update.
 - c. Progress on 2016 QFE
 - i. No Update.
- IV. Plans Arising out of Self Evaluation
 - a. These are being worked on.
- V. Collection of Evidence
 - a. We received a letter from the ACCJC outlining what needs to be in the Miderm report. There is an emphasis on providing evidence.
 - b. Beth Kronbeck will be contacting people at the start of the fall semester.
- VI. Grant Approval and Grant Staffing
 - a. There was a review of the proposed process for Grant Approval and Grant Staffing.
 - b. The problem is that there are various levels of grant staffing and we do not have a mechanism or process to how these positions get filled.

- c. We need to front load the process for Managers and Classified Staff.
 - i. Hiring of Classified Staff is problematic as once they get hired they are hired permanently and given bumping rights.
 - ***It was MSC (Ritterbrown/Bowerman) that this process be moved forward.***
- VII. Professional Development (a) IMP & GP-alignment (b) Management and Evaluation of Events
 - a. IMP & GP-alignment
 - i. We will be aligning Professional Development with Guided Pathways.
 - ii. The current Professional Development plan is being revised. Once changes are made it will be forwarded to Ed Karpp and Daphne Dionisio for feedback.
 - b. Management and Evaluation of Events
 - i. There will be a group who will be joining a demo of Cornerstone.
 - ii. If Cornerstone does not work out there are other options, including software that can be purchased via Neogov. There is also something we can purchase from Canvas.
- VIII. Master Planning External Speaker Series
 - a. Kathy Booth is scheduled to be on campus on June 1, 2018 to present for Career Ed Faculty).
 - b. We may have additional speakers coming in fall.

New Business:

- IX. Guided Pathways Major Updates
 - a. There is a Town Hall scheduled for this week.
- X. Mission Statements
 - a. New Mission Statements were printed and distributed. Committee members were asked to take copies and replace old copies with the new ones.

Meeting Adjourned at: 110P
Next Meeting: TBD
Minutes Recorded by: G. Lui