INSTITUTIONAL PLANNING COORDINATION COMMITTEE

MEETING MINUTES
September 10, 2018
AD 121

Present: Edward Karpp (Chair), Seboo Aghanjani (CSEA), Serj Arsenian (ASGCC), Ramona Barrio-Sotillo (Administration), Roger Bowerman (Guild), Valicia Dantzler (Administration), Daphne Dionisio (Joint Faculty), Lara Kartalian (Resource), Beth Kronbeck (Other Faculty), Calvin Madlock (Admin), Narbeh Nazari (CSEA), Michael Ritterbrown (Administration), Francien Rohrbacher (Other Faculty), Piper Rooney (Senate), Paul Schlossman (Administration), Leeah Voskerchian (ASGCC), Linda Welz (Resource)

Absent: Anthony Culpepper (Administration), Maria Czech (Joint Faculty), Alfred Ramirez (Administration), Julie Gamberg (Joint Faculty), David Yamamoto (Resource), Yvette Ybarra (Other Faculty)

Quorum: 15/18

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

    I.   Announcements
- a. Introductions of IPCC Committee members.
- b. Gohar Momjian, the Vice-President that has been assigned to us from the ACCJC, will be making a campus visit on November 1, 2018 and speak with the Academic Senate.

    II.   Approval of Minutes
- a. The minutes from May 21, 2018 were reviewed.

> ➢ ***It was MSC (Bowerman/Dionisio) that the Minutes from May 21, 2018 be approved without corrections.***

    III.   Review of Subcommittee Minutes
- a. Master Planning – Team A
  > ➢ No Minutes to Report

- a. Program Review

  > i. Adopted Minutes from May 15, 2018
  > ➢ ***It was MSC (Dionisio/Rooney) that the Adopted Minutes from May 15, 2018 be accepted.***

Old Business:

IV.   Standing Progress Reports
   a. Progress on 2016 ACCJC Recommendations
      i. The Sharepoint Task List was reviewed.
         1. Institution Set Standards – We have been doing this. We have addressed this completely. The Senate took the initiative to create a policy on how to review standards at institution and program standards. Approved by IPCC on 9/11/17.
         2. Revisit Institute Set Standards on a Regular Basis – Resolved completely.
         3. Disaggregate Learning Outcomes & Implement Strategies – We have adopted eLumen to assess and disaggregate.
         4. Documentation of Learning Outcomes assessments – Part of this is being handled through eLumen. Additionally, Ed Karpp, Daphane Dionisio and Beth Kronbeck have been working on, "3D" – Data, Dialogue, and Documentation and have asked all Divisions and Department Chairs to record data.
         5. Student Support Labs – Eric Hanson looked at this and set up several meetings. The issue was evaluated and it was determined that there wasn't a need to centralize any further. We may need additional documentation.
         6. Online Counseling – We are in the early pilot phase of Cranium Café which will allow counseling appointments via video. This has not been fully implemented but the recommendation has been addressed.
         7. Evaluations of Adjunct Faculty – Currently implementing process with Division Chairs on the evaluation piece. We are hoping to start this by October. If it works then we will have a business process on how data is collected for evaluations. Once that is working we can look at the software and implement the business process to the software. NeoGov is what is currently being used. Oracle will be the source for the data.
         8. Evaluation Forms – Beth Kronbeck had a conversation with Gohar from ACJCC and she stated that this has been deleted and does not need to be addressed.

   b. Progress on Action Items from 2016 Self Evaluation Report
      i. Reminder that people should be looking at where their names appear on the task list.
      ii. Beth Kronbeck will be asking for evidence that something has happened.
         1. Evidence includes, Agenda, Minutes, etc. Casual conversations need to be typed and e-mailed to Beth Kronbeck.
      iii. We will be working on this primarily in 2019.
      iv. Midterm report is due in 2020.
      v. We need to have this done by fall 2019 so it can go to the Board for approval.

   c. Progress on 2016 QFE
      i. Commission has changed this so that the focus is on Student Learning.
      ii. Our QFE is two action projects:
         1. Integration of planning

        a. We have done a lot on this but this has not been fulfilled.
      2. Improving the use of Learning Outcomes Assessments
        a. Yvette Ybarra's work on eLumen is addressing this.

V. Documentation for Assessing our Decentralized Approach to Learning Support and Tutoring.
  a. This has been kept as a separate item in an effort to track the evidence we have that this has been done.
  b. Eric Hanson provided Minutes from a meeting back in September 2017.
  c. It would be helpful if there is another meeting to follow up.

VI. Master Planning External Speaker Series
  a. Possible topics:
    i. Guided Pathways
    ii. K-12 Glendale Unified District
    iii. Technology – Someone familiar with Statewide Online Educational Initiative or Open Educational Resources.
    iv. Student Services and how it is evolving.
    v. Having a panel with K-12 and CSU might be a good idea.
  b. It was suggested that some of the highest priorities include breaking out of silos (i.e. bringing Classified Counseling and Instructional Service workers together).
  c. Possible speakers to be invited:
    i. Bill Rawlings
    ii. Angelica Garcia

New Business:

VII. Integrating SLO Assessments into Program Review
  a. Now that Program Review and SLOs are both handled through eLumen we need to discuss the most effective way of using assessment data in our program review.

VIII. Review IMP Goals and Responsible Parties
  a. IMP was reviewed with responsible parties.
  b. Every subgoal has responsible parties attached.

IX. Update on Online Professional Development
  a. Cornerstone will be used to assist with advertising professional development as well as a way for faculty to submit Flex.
  b. Onboarding for Cornerstone takes 12 weeks and there has been some difficulties in calendaring.
  c. Cornerstone has assured that they will be able to come up with a proper timeline.
  d. There needs to be a discussion on tracking and who is going to enroll people, make sure courses are completed, certificates are distributed, etc.

X. Update on Guided Pathways
  a. There will be three Release Time positions.
    i. The Counselor Coordinator position as posted today, September 10, 2018.
    ii. The Classified position posted last Friday, September 7, 2018.

XI. Revisit Process of BP & AR Cycle of Review
  a. Last spring a small demo of BoardDocs was presented.
  b. BoardDocs is an application designed to manage Board Agendas and outcomes.
  c. This application can also be used for Board Policy and Administrative Regulations tracking.

      d. A decision was made this morning to purchase the application.

XII. Review of IPCC Mission Statement
      a. The IPCC Mission Statement was reviewed.

> ➢ ***It was MSC (Schlossman/Bowerman) to approve the IPCC Mission Statement without changes.***

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.

Meeting Adjourned at: 1:30 p.m.
Next Meeting: October 8, 2018
Minutes Recorded by: G. Lui