

Vision

Glendale Community College is the Greater Los Angeles Region's premier learning community where all students achieve their informed educational goals through outstanding instructional and student services, a comprehensive community college curriculum, and educational opportunities found in few community colleges.

**Glendale Community College
Institutional Planning Coordination Committee
Agenda**

**September 9, 2019
12:15 pm
AD 121**

Call to Order

Announcements

1. Welcome / Introductions
2. New Resource Members: Guided Pathways Coordinators

Approval of IPCC Minutes

3. May 13, 2019 IPCC Minutes

Review of Subcommittee Minutes

4. Master Planning – Team A: No Minutes to Report
5. Program Review –
 - i. Adopted Minutes from April 23, 2019
 - ii. Unadopted Minutes from May 21, 2019

Old Business

6. Standing Progress Reports
 - i. Progress on 2016 ACCJC Recommendations
 1. Decentralization of Learning Support (Rec. 5)
 2. Business Process for Adjunct Evaluation Tracking + Technology Solution (Rec. 7)
 3. Reduced Wait time for Counseling (Rec. 6)
 - ii. Progress on Action Items from 2016 Self Evaluation Report
 - iii. Progress on 2016 QFE
7. Master Planning External Speaker Series
8. How to Report Grants' Resource Requests in Program Review

New Business

9. Timing Between Institutional Effectiveness Report and ACCJC Annual Report (Rec. 1)
10. Process for Handling Institution-Wide Standards Falling Below Set Standard (e.g., Certificates) (Rec. 1)
11. Work Groups for Accreditation Midterm Report
12. Update on Board Docs and the Cycle of Review for BPs and ARs (item XII from 9/20/2018 IPCC Minutes)
13. Mangers for ACCJC Evaluation Teams
14. Update on Component Plans

**Other
Adjournment**

IPCC Mission Statement

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.

*approved October 4, 2013
approved with changes September 12, 2016
approved with no changes September 10, 2018*

Committee Blue List Information:

Institutional Planning Coordination

Time and Location: Second Mondays, 12:15 – 1:30 pm, AD 121

Chair:	Edward Karpp, Dean Research, Planning & Grants <i>votes only in the event of a tie</i>
Senate:	Piper Rooney, Senate President
Guild:	Roger Bowerman, Guild President
Joint Faculty: [2]	Maria Czech (20-21), Garfield Faculty member Julie Gamberg (p) (19-20)
Other Faculty: Seats related to postition	Francien Rohrbacher, C & I Coordinator ± Yvette Ybarra, SLO Coordinator ± Beth Kronbeck, Faculty Accreditation Coordinator ±
CSEA: [2]	Narbeh Nazari, CSEA President Seboo Aghajani (19-20)
Administration: [7]	Anthony Culpepper, Executive Vice President Administrative Services Michael Ritterbrown, Vice President Instructional Services Paul Schlossman, Vice President Student Services Calvin Madlock, Chief Information Services Officer Alfred Ramirez, Administrative Dean Continuing and Community Education Ramona Barrio-Sotillo, Associate Dean Continuing and Community Education
MaC:	Daphne Dionisio, Program Manager of Accreditation & Institutional Effectiveness
ASGCC:	
Resource: Non-voting	David Yamamoto, SLO Database Coordinator ± Calvin Madlock, I.T.

INSTITUTIONAL PLANNING COORDINATION COMMITTEE

MEETING MINUTES

May 13, 2019

AD 121

Present: Edward Karpp (Chair), Manush Aghazarian (ASGCC), Ramona Barrio-Sotillo (Administration), Roger Bowerman (Guild), Anthony Culpepper (Administration), Maria Czech (Joint Faculty), Valicia Dantzler (Administration), Daphne Dionisio (Manager/Confidential), Alex Gevorkian (ASGCC), Beth Kronbeck (Other Faculty), Calvin Madlock (Admin), Nonah Maffit (Proxy for Seboo Aghanjani)(CSEA), Narbeh Nazari (CSEA), Alfred Ramirez (Administration), Michael Ritterbrown (Administration), Francien Rohrbacher (Other Faculty), Piper Rooney (Senate), Paul Schlossman (Administration)

Absent: David Yamamoto (Resource), Yvette Ybarra (Other Faculty)

Quorum: 17/18

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 March 11, 2019 were reviewed.

➤ ***It was MSC (Schlossman/Czech) that the Minutes from March 11, 2019 be approved.***

b. Review of Subcommittee Minutes

i. Master Planning – Team A

1. The unadopted Minutes from April 26, 2019 were reviewed.

➤ ***It was MSC (Barrio-Sotillo/Gevorkian) that the April 26, 2019 Team A Minutes be accepted.***

ii. Program Review

1. The Undadopted Minutes from March 19, 2019 were reviewed.

➤ ***It was MSC (Dionisio/Schlossman) that the March 19, 2019 Program Review Minutes be accepted.***

Old Business:

II. Standing Progress Reports: Progress on 2016 ACCJC Recommendations, Self-Evaluation Report, QFE

a. Beth Kronbeck and Daphne Dionisio attended the recent ACCJC Annual Conference.

b. Good news regarding the QFE is that we can focus on what we've done to move the needle with discussions on where we are going with Guided Pathways, etc.

c. After we turn in the midterm report there will be major changes for how future visits are handled.

i. An ISER will be created (approximately 200 pages) ranking the questions so that not all 126 questions are equal.

ii. Everything will be uploaded online so there will be no more printing.

III. Master Planning External Speaker Series

a. All of the events have taken place.

b. We will be in contact with Angelica Garcia from Skyline to see if she would like to kick off the fall speaker series.

New Business:

- IV. Centralizing Equity and Diversity Efforts
 - a. There were quite a few forums at ACCJC regarding Equity.
 - i. What more can we be doing for Equity on campus?
 - ii. We are in the middle of creating a new SEAP Program and the Senate are trying to get motions. There are a lot of people doing different things to make Equity important on campus. It is important to remember that Equity does not translate to Equality, it means we meet a student's individual needs.
 - iii. We are doing the best we can do with Food Pantry, Veteran's Center, etc. But it is not a unified effort. It is felt that things could be more streamlined if it all fell under one umbrella, perhaps SEAP, so there's one stop shopping and people are informed of where to go to address particular needs.
 - iv. A Program Manager III has been proposed for Student Equity and Achievement.
 - v. We should discuss this in the fall to see what the progress is.
 - vi. Beth Kronbeck will write up a Wishlist.
- V. Frequency of Three-Year Student Survey
 - a. A student survey is conducted every spring. Every three years we list Student Services, Tutoring, Planetarium and ask students if they recognize these services, etc. It takes up almost a page so we include this once every three years with the Student Survey.
 - b. A question arose as to whether or not we should possibly do this survey every year.
 - i. If we were to do this every year, it would not work with the format we are currently uses.
 - ii. There are other ways to do include this annually, for instance, the Survey can be expanded so that some students would randomly receive the expanded survey and some would receive the standard survey.
 - iii. A question was made as to whether we are getting enough valuable information for Student Services to request this be done every year.
 - iv. It was suggested that this be alternated with the standard student survey, every two years.
 - v. IPCC can review the questions in the fall.
- VI. Update on AR 7255 (Division Chair Qualifications)
 - a. This was an item in the HR Section in the Self Evaluation Report.
 - b. We need to investigate the utility about adding something about qualifications for the job description for Division Chair As it stands, the only qualification is essentially just being Tenured Faculty.
 - c. Chairs thought there should be some sort of document that let people know what the qualifications were but in the end it would remain that one must be a Tenured Faculty member in the Division.
 - d. There is a difficulty in creating qualifications because there are some areas that do not have enough Full Time Faculty to have a Division Chair.
 - e. It was recommended that there be a training process on how to be a good Division Chair that includes training on Budgeting and Conflict Resolution as well as basic knowledge of the CSEA contract. How can this be done in house?
 - f. Val Dantlzer stated that core training should be available for all managers.
 - g. Perhaps a Division Chair Manual should be developed and kept up to date.
- VII. Timeline and Stretch Goals for Midterm Report
 - a. The Timeline was reviewed.
 - i. Spring 2019: Evidence Collection.
 - ii. Summer 2019: IPCC Task Force assembles Draft Outline of Midterm Report
 - iii. Fall 2019: Writing teams representing broad participation compose assigned sections of the midterm report in consultation with an IPCC Task Force.
 - iv. Winter 2020: IPCC Task Force refines Draft and readies it for approval at start of spring 2020.
 - v. Spring 2020: Approval through Governance Committees.
 - vi. June 2020: Approval by Academic Senate (latest possible date).
 - vii. September 2020: Approval by Board of Trustees (latest possible date).
 - viii. October 2020: Due to ACCJC.

- b. One thing pending is that the midterm report requires Stretch Goals for the Institute Set Standards. In fall, we are going to ask the Senate to set these standards.

VIII. Institution-Set Standards

- a. We are going to need to do stretch (aspirational) goals.
- b. Accrediting Commission needs us to set where we want to be over the next several years.
- c. Aspirational Goals need to be set for the following:
 - i. Course Completion Rate – Standard of 67%
 - ii. Retention Rate – Standard of 47%
 - iii. Degree Completion – Standard of 550
 - iv. Transfers – Standard of 850
 - v. Certificate Completion: Standard of 200

➤ ***It was MSC (Rooney/Bowerman) to approve the Institution Set Standards.***

IX. Local Vision for Success Goals

- a. Review of Vision for Success Goals set by the state.

➤ ***It was MSC (Kronbeck/Rooney) to approve the Vision for Success Goals.***

X. Annual Goals for 2019-2020

- a. The Annual Goals for 2019-2020 were reviewed.

XI. Adding Guided Pathways Coordinators as Resources to IPCC

- a. A motion was made that the Guided Pathways Coordinators be added as Resources to the IPCC Committee.

➤ ***It was MSC (Culpepper/Schlossman) that the Guided Pathways Coordinators be added as Resources to the IPCC committee.***

Meeting Adjourned at: 1:30 p.m.

Next Meeting: TBD

Minutes Recorded by: G. Lui