INSTITUTIONAL PLANNING COORDINATION COMMITTEE

MEETING MINUTES
September 9, 2019
AD 121

Present: Edward Karpp (Chair), Seboo Aghanjani (CSEA), Ramona Barrio-Sotillo (Administration), Roger Bowerman (Guild), Maria Czech (Joint Faculty), Daphne Dionisio (Manager/Confidential), Beth Kronbeck (Other Faculty), Calvin Madlock (Admin), Kevin Meza (Resource), Evette Minassian (ASGCC), Narbeh Nazari (CSEA), Tina Ohanian (ASGCC), Michael Ritterbrown (Administration), Francien Rohrbacher (Other Faculty), Piper Rooney (Senate), Paul Schlossman (Administration), Frankie Strong (Resource)

Absent: Anthony Culpepper (Administration), Alfred Ramirez (Administration), Tom Voden (Resource), David Yamamoto (Resource), Yvette Ybarra (Other Faculty)

Quorum: 14/17

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

  I.   Welcome/Introductions
         a.   Introductions of committee members were made.

 II.   New Resource Members: Guided Pathways Coordinators
         a.   At the last meeting the committee voted to add the three Guided Pathways Coordinators to the committee as Resources.
         b.   Frankie Strong and Kevin Meza were introduced to the committee.

III.   Approval of Minutes
         a.   The Minutes from May 13, 2019 were reviewed.

            ➢   *It was MSC (Dionisio/Schlossman) that the Minutes from May 13, 2019 be approved without corrections.*

IV.   Review of Subcommittee Minutes
         a.   Master Planning – Team A
               i.   There were no minutes to report.
         b.   Program Review
               i.   Adopted Minutes from April 23, 2019 were reviewed.
              ii.   Unadopted Minutes from May 21, 2019 were reviewed.

            ➢   *It was MSC (Schlossman/Dionisio) that the Program Review Minutes from April 23, 2019 and May 21, 2019 be accepted.*

Old Business:

    V.   Standing Progress Reports
- a.   Progress on 2016 ACCJC Recommendations
  - i.   The Midterm Report is due in Spring 2020.
    1. Beth Kronbeck has done a lot of work in updating these items.
    2. Daphne Dionisio has worked on drafting facts and evidence that will go in to the Midterm Report.
  - ii.   Decentralization of Learning Support (Rec. 5)
    1. Eric Hanson has been doing a lot of this over the years since 2016.
    2. Plans to resolve the recommendation were put in to place to include a few more of the Learning Resources (Math Discovery Center).
    3. A meeting will take place at the end of September 2019 between Eric Hanson, Shant Shahoian and Liz Russell to establish a timeline for expanding standardized tutor training across the college
    4. This recommendation has pretty much been addressed.
  - iii.   Business Process for Adjunct Evaluation Tracking & Technology Solution (Rec. 7)
    1. The recommendation has not yet been fully addressed.
    2. Much progress has occurred in researching and developing a business process that effectively tracks Adjunct Evaluations however timely completion of evaluations is not yet ensured since the technology component has not been selected and implemented.
    3. Calvin Madlock will be making some suggestions to Human Resources regarding an option in Oracle.
    4. The accreditation recommendation was received in January 2017. Implementing a technology system will allow the College to move forward in resolving the issue of adjunct evaluations.
  - iv.   Reduced Wait Time for Counseling (Rec. 6)
    1. This is being addressed by Online Counseling and the QLess System.
    2. We currently have three new Tenure Track Counselors.
    3. The Goal in Student Services is to have all full-timers trained in Cranium Café and available to offer online services.
- b.   Progress on Action Items from 2016 Self-Evaluation Report
  - i.   This will be presented in a table in the Midterm Report.
  - ii.   A lot of these items have already been addressed.
- c.   Progress on 2016 QFE
  - i.   We are moving toward a focus on what activities we have done to address Student Achievement and Success rather than our planning process which was in the original QFE.

VI.   Master Planning External Speaker Series
   a. We should think about getting this started again for spring and brainstorm possible Speakers at the next meeting.
   b. We should look at our Annual Goals and think about speakers that relate to those goals.

VII.   How to Report Grants' Resource Requests in Program Review
   a. This can be removed as a standing item on the Agenda.
   b. The current best practice is that there are two processes for Resource Requests for Grant and Categorical Programs.
       i. If the resources they need will be funded directly out of the grant and is part of what is written into the grant, it should be incorporated into the narrative of their Program Review but does not require submission of a resource request which is later ranked by a prioritization committee.
       ii. If funding of an item is not guaranteed by a grant, it should be submitted as a resource request.

New Business:

VIII.   Timing Between Institutional Effectiveness Report and ACCJC Annual Report (Rec. 1)
   a. ACCJC Annual Report is a set of questions that is due in March every year.
   b. There are two reports:
       i. Financial Report – submitted by Dr. Culpepper.
       ii. Progress Report – submitted by Dr. Karpp.
   c. One of the parts of Recommendation 1 was that some of the data the visiting team saw seemed to be mismatched due to the timing of the reports coming out.
       i. The idea now is to link things like this together so that the Institutional Effectiveness Report (IER) will come out after the ACCJC Annual Report and will include the same data.

IX.   Process for Handling Institution-Wide Standards Falling Below Set Standard (e.g., Certificates) (Rec. 1)
   a. The Senate recommends the standards and the college sets them.
   b. Although the College has never fallen below its standards, we do not have a process for what to do if the college should fall below these minimum standards. This year, the number for certificates is falling closely to the minimum standards.
   c. The hope was that the Senate could develop a set of procedures for when the numbers fall close to or below the minimum standards.
   d. The Senate has already developed a process for the CTE Programs.
   e. The Midterm Report Draft includes some possible steps to address this:
       i. Identify the reasons why performance fell below the standards and how we know these are the reasons?
       ii. Based on the identified reasons is the standard appropriate or should it be decreased?
       iii. Assemble a taskforce composed of experts and stakeholders most associated with the performance metric to develop, implement and evaluate actions for improvement.
           1. A question arose as to who these questions should be asked of?
               a. It was suggested that the taskforce be developed first and the report out of that taskforce would address the other bullet points.

          b. It was suggested that when possible, the Senator from the Division could be the lead on the task force.

> ➢ *It was MSC (Kronbeck/Bariio-Sotillo) that the Process for Handling Institution-Wide Standards Falling Below a Set Standard be forwarded to the Senate for a Recommendation.*

X. Workgroups for Accreditation Midterm Report
    a. Beth Kronbeck provided an update.
        i. There is an idea that a workgroup will be created for each of the recommendations that need to be addressed.
        ii. It would be ideal if each workgroup involved a member from each constituency.
        iii. The goal is to have a fresh pair of eyes to look at the recommendations and make sure the evidence is good and/or offer any recommendations/comments.
        iv. The Senate has approved this but the workgroups have not yet been developed. Ed Karpp, Daphne Dionisio, and Beth Kronbeck will work on creating the workgroups and then it can move forward without Senate approval.

XI. Update on Board Docs and the Cycle of Review for BPs and ARs (item XII from 9/20/2019 IPCC Minutes)
    a. The idea is that the college is implementing Board Docs, which is a system for Governing Boards, but also for running any meeting where Agendas, etc., go into an Online System.
    b. The college is getting close to using Board Docs for the Board Meeting.
    c. This touches on Accreditation and IPCC because one of the standards says that we have a regular process for updating our Board Policies and Administration Regulations.
        i. Our current policy says that we have a three year cycle.
        ii. Sometimes policies fall through the cracks and do not get updated on time.
        iii. It was previously thought that we might use Board Docs to help manage this process.
        iv. We will need an update on this in the future.

XII. Managers for ACCJC Evaluation Teams
    a. Daphne Dionisio put together a list from those in the Database at the ACCJC in terms of who has volunteered to serve on Accreditation Teams.
    b. The bottom of the list contains names of suggested people who should be on the list.
    c. Some names are missing as some have registered and are not showing up. It was recommended that those who previously registered and are not showing up try to re-register.

XIII. Update on Component Plans
    a. Since the IMP was established we are now looking at all of the subordinate college plans and updating where they are at.
        i. Staff Development Plan was drafted, renewed, and approved at the Staff Development Committee and approved through College Executive in May 2019.
        ii. Distance Ed Plan was composed and approved at the Senate in March 2019.
        iii. Faculty Development Plan is being re-drafted and will be brought back to Staff Development Committee for approval.

iv. Technology Master Plan expired in July 2019. It has been under develop for some time. A subgroup of the CCCC is currently working on this and is 1/3 of the way through. The hope is to have it done by the end of the year or something to present to the Board in January 2020. If there are issues getting through it, they will consider getting outside help with completing the plan.

v. Learning Center Plan expired in January 2019. Unknown if a new one will be developed.

vi. Communications Plan is currently under development. Uncertain what the timeline is.

vii. Human Resources might be under development. Will need follow up.

viii. Student Services Plan is under development and should be finished this semester.

OTHER:

XIV. Standards and Blue List Committees and Other Groups
   a. Beth Kronbeck reviewed the Blue List of Committees as well as other groups and attaching Standards to committees that might work on particular standards.
   b. A letter will be sent out to the various committees with the standards that they may happen to work on and ask that they reference the standards in their minutes.
   c. One of the difficulties of writing the Institutional Self-Evaluation Report (ISER) was finding evidence and this would help make it easier to do a search in providing evidence in how we are meeting the standards.

Meeting Adjourned at: 1:30 PM
Next Meeting: October 14, 2019
Minutes Recorded by: G. Lui