

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

December 2, 2019

12:15 pm

AD 121

Call to Order

Announcements

Approval of IPCC Minutes

1. October 14, 2019 IPCC Minutes

Review of Subcommittee Minutes

2. Program Review –
 - i. Unadopted Minutes from October 15, 2019

Old Business

3. Standing Progress Reports
 - i. Progress on 2016 ACCJC Recommendations
 - ii. Progress on Action Items from 2016 Self Evaluation Report
 - iii. Progress on 2016 QFE
4. Master Planning External Speaker Series
5. How to Report Grants' Resource Requests in Program Review

New Business

6. ACCJC Midterm Report Draft

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
votes only in the event of a tie

Senate: Piper Rooney, Senate President

Guild: Roger Bowerman, Guild President

Joint Faculty: Maria Czech (20-21), Garfield Faculty member
[2] Julie Gamberg (p) (19-20)

Other Faculty: Francien Rohrbacher, C & I Coordinator ±
Seats related to Yvette Ybarra, SLO Coordinator ±
postition Beth Kronbeck, Faculty Accreditation Coordinator ±

CSEA: Narbeh Nazari, CSEA President
[2] Seboo Aghajani (19-20)

Administration: Anthony Culpepper, Executive Vice President Administrative Services
[7] 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: David Yamamoto, SLO Database Coordinator ±
Non-voting Calvin Madlock, I.T.

INSTITUTIONAL PLANNING COORDINATION COMMITTEE

MEETING MINUTES

October 14, 2019

AD 121

- Present: Edward Karpp (Chair), Ramona Barrio-Sotillo (Administration), Anthony Culpepper (Administration), Maria Czech (Joint Faculty), Daphne Dionisio (Manager/Confidential), Lara Kartalian (Resource), Beth Kronbeck (Other Faculty), Kevin Meza (Resource), Evette Minassian (ASGCC), Narbeh Nazari (CSEA), Tina Ohanian (ASGCC), Michael Ritterbrown (Administration), Francien Rohrbacher (Other Faculty), Piper Rooney (Senate), Frankie Strong (Resource)
- Absent: Seboo Aghanjani (CSEA), Roger Bowerman (Guild), Calvin Madlock (Admin), Alfred Ramirez (Administration), Paul Schlossman (Administration), Tom Voden (Resource), David Yamamoto (Resource), Yvette Ybarra (Other Faculty)
- Quorum: 11/17

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

- I. Approval of Minutes
 - a. The Minutes from September 9, 2019 were reviewed.
 - ***It was MSC (Rooney/Nazari) that the Minutes from September 9, 2019 be approved***
- II. Review of Subcommittee Minutes
 - a. Master Planning – Team A
 - i. There were no Minutes to report.
 - b. Program Review
 - i. The Unadopted Minutes from September 17, 2019 were reviewed.
 - ***It was MSC (Barrio-Sotillo/Rooney) that the Program Review Minutes from September 17, 2019 be accepted.***

Old Business:

- III. Standing Progress Reports [**ACCJC Standard I.B.4, I.B.7, I.B.9, I.C.12**]
 - a. Progress on 2016 ACCJC Recommendations
 - i. Business Process for Adjunct Evaluation Tracking
 1. The college is currently investigating three possible solutions: Neogov, Oracle, and PeopleSoft.

2. NeoGov is having an issue with the fix they are supposed to develop for the application they are proposing. They are expected to follow-up but they have yet to resolve the issue.
 3. Oracle/PeopleSoft has a cloud based application that may help resolve this issue. A demonstration is being scheduled to see if this application can address the Accreditation concern.
 4. If a decision is not made by the time we submit our report we will enter the background information on all of the meetings and documentation.
- b. Progress on Action Items from 2016 Self-Evaluation Report
 - i. The language needs to be formalized a little bit but there are action items on the things we said we were going to do in the Self-Evaluation Report.
 - c. Progress on 2016 QFE
 - i. There will most likely not be very much scrutiny on this as the ACCJC is downplaying the focus on the QFE.
 - ii. The QFE will focus on what the college is doing to move the needle for student success.
- IV. Workgroups for Accreditation Midterm Report [**ACCJC Standard I.B.7, I.B.9, I.C.12, III.A.12, IV.A.1, IV.A.2, IV.A.3**]
- a. The Senate approved the idea of assigning Workgroups to revise the Midterm Report which is due next year.
 - b. Standard I and II are being put together as those are similar and a meeting is scheduled for Thursday, October 17, 2019.
 - c. Recommendation III and IV are together and Yvette Ybarra and David Yamamoto have met.
 - d. Recommendation V is done.
 - e. Recommendation VI is awaiting input from one person. Otherwise, it is complete.
 - f. Recommendation VII has been drafted. If we make a decision it will be entered. If not, we will enter the documentation as to what has been going on in an effort to make a decision.
 - g. The plan is to finish the workgroups and have a final draft by December.
 - h. IPCC will review the draft at the December meeting and vote to approve it. The draft will then go to the Senate so that in spring it can be approved by other Governance committees and approved by the Board around summer.
- V. Process for Handling Institution-Wide Standards Falling Below Set Standard [**ACCJC Standard I.B.7, I.C.12**]
- a. The Senate has discussed and drafted a policy which will go to the Academic Senate for approval this week.
- VI. Master Planning External Speaker Series
- a. There have been no discussions for potential speakers for spring.
 - b. Still hoping to get a speaker for Student Services.
 - c. Topics of interest for Speakers Include:
 - i. Efforts on Diversity of Faculty
 - ii. Student Equity / Reducing Gaps
 - iii. Public Policy Institute of California (PPIC): How they got their samples and how they determine we are making progress.
 - iv. Student Services
 - v. An external speaker to discuss the new funding formula and its impact (third party perspectives on what is happening at other districts).

New Business:

- VII. Equity Surveys and Data **[ACCJC Standard III.A.12]**
- a. Ed Karpp presented the results from the Equity Surveys.
 - b. Daphne Dionisio worked with Human Resources to get data on where we were underrepresented in each employee category.
 - c. There were 220 Total Respondents which included 87 Full-Time Faculty Members, 67 Part-Time Faculty, 38 Classified Staff, and 28 Administrators/Managers/Confidentials.
- VIII. Institutional Master Plan Update **[ACCJC Standard I.B.7, I.B.9]**
- a. The committee reviewed the IMP and Goals to see if there were any updates on progress made on any of these goals.
 - i. Goal A: Predicated on creating the Pathways/Metamajors - Still in early process.
 1. The term Metamajors is confusing for some students. Student Representatives will come back and inform the committee what terminology might work better.
 2. A4: Analyze Labor Market – Still working on this.
 - ii. Goal B: Facilitate Entry to Pathway – Need the Pathways to be created in order to do this.
 - iii. Goal C: Helping Students Stay on the Pathway
 1. C4: Still working on Early Alert, Intrusive Interventions. Navigate will help with this. Just piloted this past week. Targeted for new students and will eventually help everyone else.
 2. C5: Expanding Online Support Services – We have done a lot of work on this.
 3. Michelle Mora has discovered a way to change a Major so that it actually changes and doesn't stay the same for all subsequent years.
 - iv. Goal D: Ensure Student Learning
 1. D1: Reduce Gaps
 2. D2: Increase Dialogue
 3. D3: Invest in Innovation and Professional Development
 - v. Goal E: Improve Operational Effectiveness – Still working on these.
- IX. Accreditation Standards for IPCC **[ACCJC Standard I.A.3, I.B.9, I.C.12, IV.A.6]**
- a. Accreditation Standards have been sent to the majority of Governance Committees which relay to their specific work and are being asked to notate these standards in their meeting Minutes when relevant discussion occurs.
 - b. The Committee reviewed the Accreditation Standards for IPCC which include:
 - i. Standard I: Mission, Academic Quality and Institutional Effectiveness, and Integrity
 1. A. Mission (3,4)
 2. B. Assuring Academic Quality and Institutional Effectiveness (4,7,9)
 3. C. Institutional Integrity (12)
 - ii. Standard III: Resources
 1. A. Financial Resources (4, 12)
 - iii. Standard IV: Leadership and Governance
 1. A. Decision Making Roles and Processes (1,2,6)

Meeting Adjourned at: 1:30 PM

Next Meeting: TBD

Minutes Recorded by: G. Lui