

**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**

**March 9, 2020  
12:15 pm  
AD 121**

**Call to Order**

**Announcements**

**Approval of IPCC Minutes**

1. December 2, 2019 IPCC Minutes

**Review of Subcommittee Minutes**

2. Master Planning
  - i. Adopted Minutes from April 26, 2019
  - ii. Unadopted Minutes from November 15, 2019
3. Program Review –
  - i. Adopted Minutes from November 19, 2019

**Old Business**

4. ACCJC Midterm Report Draft
5. Team B and IPCC
6. Master Planning External Speaker Series

**New Business**

7. BPs and ARs Related to Planning: BP and AR 3200, 3225, and 3250
8. Proposed New Process for Resource Request Prioritization

**Other  
Adjournment**

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**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*

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*Committee Blue List Information:*

**Institutional Planning Coordination**

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

*Committee composition determined by Administrative Regulation 2511, Governance Document.*

**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 position** Yvette Ybarra, SLO Coordinator ±  
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:** VACANT, VACANT (email agendas to [asvpad@glendale.edu](mailto:asvpad@glendale.edu) )

**Resource: Non-voting** David Yamamoto, SLO Database Coordinator ±  
Frankie Strong, Guided Pathways Classified Staff Coordinator  
Kevin Meza, Guided Pathways Student Services Coordinator  
Tom Voden, Guided Pathways Faculty Coordinator

## INSTITUTIONAL PLANNING COORDINATION COMMITTEE

## MEETING MINUTES

December 2, 2019

AD 121

Present: Edward Karpp (Chair), Ramona Barrio-Sotillo (Administration), Roger Bowerman (Guild), Maria Czech (Joint Faculty), Daphne Dionisio (Manager/Confidential), Lara Kartalian (Resource), Beth Kronbeck (Other Faculty), Kevin Meza (Resource), Narbeh Nazari (CSEA), Francien Rohrbacher (Other Faculty), Piper Rooney (Senate), Paul Schlossman (Administration), Yvette Ybarra (Other Faculty)

Absent: Seboo Aghanjani (CSEA), Anthony Culpepper (Administration), Calvin Madlock (Admin), Evette Minassian (ASGCC), Tina Ohanian (ASGCC), Alfred Ramirez (Administration), Michael Ritterbrown (Administration), Frankie Strong (Resource), Tom Voden (Resource), David Yamamoto (Resource)

Quorum: 10/17

**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 October 14, 2019 were reviewed.

➤ ***It was MSC (Rooney/Nazari) that the Minutes from October 14, 2019 be approved without corrections.***

II. Review of Subcommittee Minutes

a. Master Planning – Team A

i. No Minutes to Report

b. Program Review

i. The Adopted Minutes from October 15, 2019 were reviewed.

➤ ***It was MSC (Barrio-Sotillo/Bowerman) that the Adopted Minutes from October 15, 2019 be accepted.***

**Old Business:**

III. Standing Progress Reports (Progress on 2016: ACCJC Recommendations, Self-Evaluation Report, QFE) **[ACCJC Standard I.B.4, I.B.7, I.B.9, I.C.12]**

a. This item can be removed from the Agenda as they are covered in the Midterm report.

b. An Agenda Item for Gap Analysis will be added.

IV. Master Planning External Speaker Series

a. Nothing has been scheduled yet.

b. There was no money funded for Program Review so there was a question as to whether or not there is any funding?

c. The actual process for funding/notifications needs to be documented.

d. There should be follow up on whether or not there is funding available before moving forward on this.

e. State Funding should be investigated.

- f. There is carry over money left over from SEA (2018-2019) that potentially could be used. Beth Kronbeck to speak to Paul Schlossman about this.
- V. How to Report Grants' Resource Requests in Program Review
- a. This item may be deleted from the Agenda.

**New Business:**

- VI. ACCJC Midterm Report Draft [**ACCJC Standard I.B.4, I.B.7, I.B.9, I.C.12**]
- a. The Midterm Report was reviewed.
  - b. The plan is to approve this to move forward through the process (this is not necessarily meant as an approval of the draft).
  - c. Yvette Ybarra to send any changes to Ed Karpp to incorporate them in to future changes that go forward.
  - d. The last chance to make changes would be before the Board does its second reading.
- ***It was MSC (Barrio-Sotillo/Bowerman) that the Draft of the Midterm Report move forward through the process.***
- VII. Institutional Effectiveness Report [**ACCJC Standard I.A.3., I.B.4, I.B.7, I.B.9, I.C.12**]
- a. Ed Karpp is working on this.
  - b. We are addressing this by using eLumen.
  - c. Senate needs to look at this in early spring.
  - d. It will hopefully be reviewed in March and approved by April 2020.

**OTHER:**

- I. Relationship Between IPCC and Team B [**ACCJC Standard IV.A.1., IV.A.2., IV.A.6**]
- a. People do not understand the distinction between the two groups.
  - b. Is there a duplication of effort?
  - c. Should the responsibilities of Team B be moved to IPCC?
  - d. Perhaps a better description of the responsibilities of Team B can be developed.
  - e. This should be a discussion item in spring.

Meeting Adjourned at: 100PM  
Next Meeting: TBD  
Minutes Recorded by: G. Lui