

**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**

**May 11, 2020  
12:15 pm  
Zoom Video Conference**

**Call to Order**

**Announcements**

**Approval of IPCC Minutes**

1. March 9, 2020 IPCC Minutes

**Review of Subcommittee Minutes**

2. Team A – No Minutes to Review
3. Program Review –
  - i. Unadopted Minutes from February 18, 2020

**Old Business**

4. ACCJC Midterm Report Draft
5. Master Planning External Speaker Series
6. BPs and ARs Related to Planning: BP and AR 3200, 3225, and 3250

**New Business**

7. IMP Updates
8. Enrollment Update
9. Incorporating Changes Due to Emergency Planning into Long-Term Planning

**Other  
Adjournment**

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## IPCC Mission Statement

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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**

Chair:	<b><a href="#">Edward Karpp</a>, Dean Research, Planning &amp; Grants <i>votes only in the event of a tie</i></b>
Senate:	<b>Piper Rooney, Senate President</b>
Guild:	<b>Roger Bowerman, Guild President</b>
Joint Faculty: [2]	<b>Maria Czech (20-21), Garfield Faculty member Julie Gamberg (p) (19-20)</b>
Other Faculty: <b>Seats related to postition</b>	<b>Francien Rohrbacher, C &amp; I Coordinator ± Yvette Ybarra, SLO Coordinator ± Beth Kronbeck, Faculty Accreditation Coordinator ±</b>
CSEA: [2]	<b>Narbeh Nazari, CSEA President Seboo Aghajani (19-20)</b>
Administration: [7]	<b>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</b>
MaC:	<b>Daphne Dionisio, Program Manager of Accreditation &amp; Institutional Effectiveness</b>
ASGCC:	
Resource: <b>Non-voting</b>	<b>David Yamamoto, SLO Database Coordinator ± Calvin Madlock, I.T.</b>

## INSTITUTIONAL PLANNING COORDINATION COMMITTEE

## MEETING MINUTES

March 9, 2020

AD 121

Present: Edward Karpp (Chair), Ramona Barrio-Sotillo (Administration), Roger Bowerman (Guild), Erica De Leon (ASGCC), Daphne Dionisio (Manager/Confidential), Lara Kartalian (Resource), Beth Kronbeck (Other Faculty), Verjine Kyababchian (ASGCC), Narbeh Nazari (CSEA), Alfred Ramirez (Administration), Michael Ritterbrown (Administration), Francien Rohrbacher (Other Faculty), Piper Rooney (Senate), Paul Schlossman (Administration), Tom Voden (Resource)

Absent: Anthony Culpepper (Administration), Maria Czech (Joint Faculty), Terry Flexser (CSEA), Julie Gamberg (Joint Faculty), Calvin Madlock (Admin), Kevin Meza (Resource), Frankie Strong (Resource), David Yamamoto (Resource), Yvette Ybarra (Other Faculty)

Guest: Stacy Jazan

Quorum: 10/18

**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 December 2, 2019 were reviewed.

➤ ***It was MSC (Bowerman/Nazari) that the Minutes from December 2, 2019 be approved without corrections.***

II. Review of Subcommittee Minutes

a. Master Planning – Team A

i. Adopted Minutes from April 26, 2019

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

➤ ***It was MSC (Rooney/Rohrbacher) that the Adopted Minutes from the April 26, 2019 Master Plan Team A Meeting be accepted.***

ii. Unadopted Minutes from November 15, 2019

1. The Unadopted Minutes from November 15, 2019 were reviewed.

➤ ***It was MSC (Bowerman/Rohrbacher) that the Unadopted Minutes from the November 15, 2019 Master Plan Team A Meeting be accepted.***

b. Program Review

i. The Adopted Minutes from November 19, 2019 were reviewed.

➤ ***It was MSC (Rohrbacher/Ramirez) that the Adopted Minutes from the November 19, 2019 Program Review Meeting be accepted.***

## Old Business:

- III. ACCJC Midterm Report Draft [**ACCJC Standard I.B.4, I.B.7, I.B.9, I.C.12**]
  - a. IPCC approved the Draft version of the ACCJC Midterm Report at the December 2019 meeting.
  - b. The Draft has gone to Academic Affairs and Student Affairs. It will go to Administrative Affairs on March 10, 2020.
  - c. Currently soliciting feedback however we have not yet received any.
  - d. Draft version will be sent to Senate to review at their March 19, 2020 meeting.
  - e. Next Accreditation visit will be in October 2023. We will have to start the process into looking at the Self-Evaluation Report, which IPCC will play a big part.
  
- IV. Team B and IPCC [**ACCJC Standard IV.A.1., IV.A.2., IV.A.6**]
  - a. Team B is a steering committee that meets once a semester and acts as the steering committee for Team A. Team B drafts the Master Plan and Policy Documents which go through Team A.
  - b. At the last Team A meeting (November 2019) one of the action items was to approve the membership of Team B.
  - c. There have been questions as to whether Team B is redundant with what IPCC does and if there should be consolidation.
    - i. Team B has a wide variety of voices that help steer Team A and IPCC does not have the same type of variety.
  - d. It was suggested that Team B be a subset of Team A and not IPCC.

➤ ***It was MSC (Bowerman/Barrio-Sotillo) that at the spring 2020 Team A meeting a new Team B Taskforce will be created by drawing members from Team A. The new Team B Taskforce will meet beginning fall 2020.***
  
- V. Master Plan External Speaker Series
  - a. Cecilia Rios-Aguilar, Dean of Equity and Inclusion at UCLA, will speak on Best Practices in Equity, Career, and Guided Pathways on Monday, May 4, 2020 in the Student Center.
  - b. No other presentations have been scheduled.

## New Business:

- VI. BPs and ARs Related to Planning: BP and AR 3200, 3225, and 3250 [**ACCJC Standard I.B.4, I.B.7, I.B.9, I.C.12**]
  - a. Board Policy and Administrative Regulation 3200 (Accreditation), 3225 (Institutional Effectiveness), and 3250 (Institutional Planning) were reviewed for a first reading.
  - b. IPCC members were asked to review and be prepared to submit suggestions at the next meeting before these items are forwarded to College Executive.
  
- VII. Proposed New Process for Resource Request Prioritization [**ACCJC Standard I.A.3., I.B.7, I.B.9, III.A.4**]
  - c. Dr. Culpepper met with Ed Karpp and Daphne Dionisio to discuss making the Prioritization Process for Resource Requests more objective.
  - d. A weighted scale has been discussed where check marks relating to the IMP would be used over a rating score.
  - e. Team A would agree on weighting scale at the spring 2020 meeting prior to Resource Requests being made in fall.

Meeting Adjourned at: 1:30PM

Next Meeting: TBD

Minutes Recorded by: G. Lui