

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 14, 2020
12:15 pm
Zoom Video Conference**

Call to Order

Announcements

Approval of IPCC Minutes

1. October 12, 2020 IPCC Minutes

Review of Subcommittee Minutes

2. Team A – Unadopted Minutes from November 20, 2020
3. Program Review – Unadopted Minutes from October 20, 2020

Old Business

4. Gap Analysis and Timeline for Accreditation Self-Evaluation Report
5. Enrollment Update
6. Incorporating Changes Due to Emergency Planning into Long-Term Planning
7. Master Planning External Speaker Series

New Business

**Other
Adjournment**

IPCC Mission Statement

The IPCC 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 September 14, 2020

Committee Blue List Information:

Chair:	Edward Karpp , Dean Research, Planning & Grants <i>votes only in the event of a tie</i>
Senate:	Roger Dickes, Senate President
Guild:	Emily Haraldson, Guild President
Joint Faculty:	Maria Czech (20-21), Garfield Faculty member
[2]	Tobin Sparfeld (23-24)
Other Faculty:	Francien Rohrbacher, C & I Coordinator ±
Seats related to position	Yvette Ybarra, SLO Coordinator ±
CSEA:	Beth Kronbeck, Faculty Accreditation Coordinator ±
[2]	Narbeh Nazari, CSEA President
Administration:	Seboo Aghajani (19-20)
[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:	Student reps will be appointed at the beginning of the semester
[2]	(email agendas to asvpad@glendale.edu)
Resource: Non-voting	David Yamamoto, SLO Database Coordinator ±
	Melissa Malandrakis, Interim Guided Pathways Classified Staff Coordinator
	Kevin Meza, Guided Pathways Student Services Coordinator
	Tom Voden, Guided Pathways Faculty Coordinator

INSTITUTIONAL PLANNING COORDINATION COMMITTEE
MEETING MINUTES
October 12, 2020
Zoom Conference

Present: Edward Karpp (Chair), Andrea Barry (ASGCC), Ramona Barrio-Sotillo (Administration), Maria Czech (Joint Faculty), Roger Dickes (Senate), Daphne Dionisio (Manager/Confidential), Terry Flexser (CSEA), Emily Haraldson (Guild), Lara Kartalian (Resource), Beth Kronbeck (Other Faculty), Arnold Lev (ASGCC), Melissa Malandrakis (Resource), Kevin Meza (Resource), Narbeh Nazari (CSEA), Alfred Ramirez (Administration), Michael Ritterbrown (Administration), Francien Rohrbacher (Other Faculty), Paul Schlossman (Administration), Tobin Sparfeld (Joint Faculty), Tom Voden (Resource)

Absent: Anthony Culpepper (Administration), Calvin Madlock (Admin), David Yamamoto (Resource), Yvette Ybarra (Other Faculty)

Guest: Stacy Jazan

Quorum: 15/18

Call to Order: The meeting was called to order by Ed Karpp at approximately 12:30 p.m.

- I. Approval of Minutes
 - a. The minutes from September 14, 2020 were reviewed.
 - ***It was MSC (Kronbeck/Dionisio) that the Minutes from September 14, 2020 be approved without corrections.***
- II. Review of Subcommittee Minutes
 - a. Master Planning – Team A
 - i. No Minutes to Review
 - a. Program Review
 - i. The Unadopted Minutes from September 15, 2020 were reviewed.
 1. Due to the events of this year the new deadline for submitting Program Review is December 1, 2020.
 - ***It was MSC (Dionisio/Barrio-Sotillo) that the Unadopted Minutes from the September 15, 2020 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. Received official email from the ACCJC that the Midterm Report has been received.
 - b. This will be the last communication until 2023 when we have our full Accreditation.
 - c. This has been completed and can be removed from the Agenda.
- IV. Gap Analysis and Timeline for Accreditation Self-Evaluation Report [**ACCJC Standard I.B.4, I.B.7, I.B.9, I.C.12**]
 - a. Gap Analysis Deadline is December 1, 2020
 - b. CSEA will be included as Co-Chairs when reviewing the standards.
 - c. Spring 2021: Workgroups will get together to collect evidence and write the report stating where we meet the standards and provide evidence on how we meet the standards.
 - d. Spring 2023: Everything needs to be completed by spring 2023. We want to have the draft of the Institutional Self Evaluation report completed by December 2022.

- e. Board approval in June/July 2023.
 - f. Will be submitted in September 2023.
 - g. Site visit will occur in October 2023.
- V. Enrollment Update
- a. We are down almost 6% for credit enrollment for fall.
 - b. The big enrollment jump from summer has been cancelled out by the fall decline.
 - c. Hold Harmless for New funding formula has been extended to 2023.
 - d. Chancellor's Office memo says that we can state that we have been impacted due to an emergency.
- VI. Incorporating Changes Due to Emergency Planning into Long-Term Planning [**ACCJC Standard I.B.4, I.B.7, I.B.9, III.A.4, III.A.12, IV.A.1., IV.A.2, IV.A.6**]
- a. Team B is taking some ideas mentioned in IPCC to the November 2020 Team A meeting.
 - b. We will review which items from the IMP can be incorporated or changed based on the things that have happened this past spring.
- VII. Master Planning External Speaker Series
- a. No update

New Business:

- VIII. ACCJC Standard I Gap Analysis Response [**ACCJC Standard I.B.4, I.B.7, I.B.9, I.C.12**]
- a. Gap Analysis form was sent out by Beth Kronbeck.
 - b. The following needs to be answered: Does it meet the standard, partially meet, or not meet the standard?
 - i. The person in receipt needs to provide evidence for this.
 - c. Standard I is primarily the responsibility of IPCC and planning groups.
 - d. Reviewed and solicited feedback from committee members.
- IX. Meeting Date for November 2020
- a. The next IPCC meeting falls on Veteran's Day.
 - b. The members of the committee discussed whether or not to reschedule the meeting.
 - c. The November meeting will be skipped
 - d. Next meeting will be on December 14, 2020

Meeting Adjourned at: 1:15 PM
Next Meeting: December 14, 2020
Minutes Recorded by: G. Lui