

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**

**September 13, 2021
12:15 pm
Zoom Video Conference**

Call to Order

Announcements

Approval of IPCC Minutes

1. May 10, 2021 IPCC Minutes

Review of Subcommittee Minutes

2. Team A – Unadopted Minutes from April 23, 2021
3. Program Review – Unadopted Minutes from April 20, 2021

Old Business

4. Gap Analysis and Timeline for Accreditation Self-Evaluation Report
5. Enrollment Update

New Business

6. Update on DEI Recommendations for Master Planning
7. Update on Covid Response and Return to Campus
8. Program Review Updates
9. Data/Dialog/Documentation for Data Dashboards and Learning Outcomes
10. Student Survey Questions

**Other
Adjournment**

INSTITUTIONAL PLANNING COORDINATION*

Time and Location: 2nd Monday 12:15 - 1:30 pm, AD 121
This committee meets during intersessions.

Mission Statement

The IPCC (Institutional Planning Coordination Committee) 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.

Committee composition determined by Administrative Regulation 2511, Governance Document.

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 (24-25), Garfield Faculty member [2] Tobin Sparfeld (23-24)
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] Terry Flexser (21-22)
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 Daphne Dionisio, Program Manager of Accreditation & Institutional Effectiveness
MaC:	
ASGCC:	new reps will be appointed by the third week of the semester [2] (also email agendas to asvpad@glendale.edu)
Resource:	David Yamamoto, SLO Database Coordinator ± Non-voting Melissa Malandrakis, Interim Guided Pathways Classified Staff Coordinator Kevin Meza, Guided Pathways Student Services Coordinator Tom Voden, Guided Pathways Faculty Coordinator
Minutes Recorder:	Gordon Lui, Office of Research, Planning & Grants; Non-voting published minutes are available in SharePoint

The Institutional Planning Coordination Committee is one of the five Standing Committees. Subcommittees reporting to the Institutional Planning Coordination Committee include: Master Planning Team A, and Program Review.

INSTITUTIONAL PLANNING COORDINATION COMMITTEE
MEETING MINUTES
May 10, 2021
Zoom Conference

- Present: Edward Karpp (Chair), Ramona Barrio-Sotillo (Administration), Jennifer Briones (Resource), Anthony Culpepper (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), Rishi Lakhnori (ASGCC), Narbeh Nazari (CSEA), Alfred Ramirez (Administration), Michael Ritterbrown (Administration), Francien Rohrbacher (Other Faculty), Paul Schlossman (Administration), Tobin Sparfeld (Joint Faculty), Arthur Ward (ASGCC)
- Absent: Calvin Madlock (Admin), Melissa Malandrakis (Resource), Kevin Meza (Resource), Tom Voden (Resource), David Yamamoto (Resource), Yvette Ybarra (Other Faculty)
- Guest: Stacy Jazan
- Quorum: 16/18

Call to Order: The meeting was called to order by Ed Karpp at approximately 12:15 p.m.

- I. Approval of Minutes
 - a. The minutes from March 8, 2021 were reviewed.
 - ***It was MSC (Dionisio/Ramirez) that the Minutes from March 8, 2021 be approved without corrections.***
- II. Review of Subcommittee Minutes
 - a. Master Planning – Team A
 - i. The Adopted Minutes from March 12, 2021 were reviewed.
 - ***It was MSC (Culpepper/Haraldson) that the Minutes from March 12, 2021 be approved without corrections.***
 - b. Program Review
 - i. The Unadopted Minutes from March 16, 2021 were reviewed.
 - ***It was MSC (Dionisio/Culpepper) that the Unadopted Minutes from the November 17, 2020 Program Review Meeting be accepted.***

Old Business:

- III. Gap Analysis and Timeline for Accreditation Self-Evaluation Report [**ACCJC Standard I.B.4, I.B.7, I.B.9, I.C.12**]
 - a. Training has been completed
 - b. Workgroups have started.
 - c. Workgroups continue to draft responses to standards.
 - d. Reminder has been sent out to all Faculty Chairs.
- IV. Enrollment Update
 - a. Spring is currently down 7.9% for credit.
 - b. Non-credit looks like where it was last year at this time, about 30-40% down.

New Business:

- V. Out-of-Date Administrative Regulations (Beth Kronbeck) **[ACCJC Standard I.B.7]**
 - a. Motion from October 9, 2017:
It was MSC (Perez/Kaye) that a recommendation be made for BP and AR 2410 to be reviewed with a consideration of extending our cycle of Board Policy and Administrative Regulations to a five year cycle.
 - i. Current AR says that we review at a 3 year cycle.
 - ii. IPCC previously voted to change the cycle to a 5-year cycle, unsure of where this went or what the status is of this.
 - 1. Motion from 2017 will be sent to Dr. Viar's office to be reviewed at College Exec.
 - b. List of BPs and ARs that are out of date (over 5 years) was reviewed.
 - i. All BPs are up to date.
 - ii. Long list of ARs that are out of date, 5 years or older.
 - 1. It was suggested that this list be sent to Rosa Buford to get a status on where these ARs stand.
 - 2. List to be sent to the VPs for review.
 - 3. New CCLC updates have just come out and Student Services is reviewing them.

Meeting Adjourned at: 1:00 p.m.
Next Meeting: TBD
Minutes Recorded by: G. Lui