

UNADOPTED MINUTES

INSTITUTIONAL PLANNING COORDINATION COMMITTEE

MEETING MINUTES

October 11, 2021

Zoom Conference

Present: Edward Karpp (Chair), Ramona Barrio-Sotillo (Administration), Jennifer Briones (Resource), Maria Czech (Joint Faculty), Roger Dickes (Senate), Daphne Dionisio (Manager/Confidential), Terry Flexser (CSEA), Emily Haraldson (Guild), Beth Kronbeck (Other Faculty), Calvin Madlock (Admin), Melissa Malandrakis (Resource), Kevin Meza (Resource), Narbeh Nazari (CSEA), Krista Raimondo (Resource), Alfred Ramirez (Administration), Michael Ritterbrown (Administration), Francien Rohrbacher (Other Faculty), Sona Sardayan (ASGCC), Paul Schlossman (Administration), Tobin Sparfeld (Joint Faculty), David Yamamoto (Proxy for Yvette Ybarra)(Other Faculty)

Absent: Angela Barakezyan (ASGCC), Anthony Culpepper (Administration)

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 September 13, 2021 were reviewed.

➤ ***It was MSC (Dionisio/Ramirez) that the Minutes from September 11, 2021, be approved without corrections.***

II. Review of Subcommittee Minutes

a. Master Planning – Team A

i. No Minutes to Review.

b. Program Review

i. The Adopted Minutes from May 18, 2021 were reviewed.

➤ ***It was MSC (Dioniso/Ramirez) that the Adopted Minutes from the May 18, 2021 Program Review Meeting be accepted.***

ii. The Unadopted Minutes from September 21, 2021 were reviewed.

➤ ***It was MSC (Dionisio/Barrio-Sotillo) that the Unadopted Minutes from the September 21, 2021 Program Review Meeting be accepted.***

Old Business:

- III. Accreditation Work Groups Update and Timeline
 - a. Accreditation Timeline was reviewed.
 - i. Workgroups are currently working on Drafts which are due in December.
 - ii. Most of the standard workgroups are flushing out their drafts. There are a couple that look like there hasn't been any further writing. It could be that those groups are working offline and not on the shared drive. Overall, most of the groups are progressing. Hopefully drafts will be done by December.
- IV. Enrollment Update
 - a. Fall enrollment has gone down to 13.1% compared to last fall.
 - b. Final for summer was down about 26% from previous year. Summer 2020 was a huge summer however, so it's not much of a change from our normal summers.
 - c. Question re: are we getting decreased applications as well as decreased Enrollment?
 - i. Might be hard to determine because of fraudulent registrations.
- V. Review Cycle for BPs and ARs
 - a. Motion from October 9, 2017 to revise the cycle to a five-year cycle.
 - b. BP currently still has the revisions as a 3-year cycle.
 - c. There are still outstanding BP and ARs that are out of date.
 - d. Do we want to continue to pursue this and make another recommendation?
 - i. Someone needs to take this to College Exec.
 - 1. Paul Schlossman will take it to Admin Exec this Thursday and it will go to College Exec from there.

New Business:

- VI. Program Review Fall 2021 Timeline
 - a. The Program Review timeline was reviewed.
 - b. Program Review and Resource Requests due from departments on November 1, 2021.
 - c. Nov 2-24, 2021: Deans and VPs review and provide input to Department Chairs on Resource Requests and Program Review.
 - d. Nov 25-30, 2021: Validation team works with Department Chairs to incorporate and finalize Dean & V.P. input.
 - e. Dec 1, 2021: Validation Team members will email Managers their validation conclusions regarding their assigned departments.
 - f. Dec 2-10, 2021: Managers work with Department Chairs on problematic Resource Requests and Program Reviews.
 - g. Dec 10 – 15, 2021 all Resource Requests are compiled by Manager and sent to prioritization committees
 - h. Sept 2022: Deadline for prioritization committees to provide their recommendations to the VPs and President.
- VII. LOA&A Committee's Assessment Day for PLOs
 - a. Yvette Ybarra and David Yamamoto have been looking for more support for Assessment and Outcomes. Looking for a day for all departments to come together and assess their data.
 - b. Are students aware that their scores are being used for assessments?
 - i. Student scores are not individually sent in.

- VIII. College Mission Review Cycle Documentation
 - a. Accreditation Standard I requires that the College Mission Statement be reviewed on a regular basis.
 - b. During the fall semester, Team A asks if the Mission Statement needs to be revised or changed.
 - i. Most years, there are no changes.
 - ii. The process for actually doing this is what we need for the Accreditation document.
 - c. Instead of putting it into a handbook, suggested it be put on a webpage and that the revision period be every 3 years.
- IX. Student Liaison for Institutional Effectiveness
 - a. A student, a Political Science Major, will be acting as a student liaison for Institutional Effectiveness.

Meeting Adjourned at: 1:00 p.m.
Next Meeting: November 8, 2021
Minutes Recorded by: G. Lui