

INSTITUTIONAL PLANNING COORDINATION COMMITTEE

MEETING MINUTES

September 13, 2021

Zoom Conference

- Present: Edward Karpp (Chair), Angela Barakezyan (ASGCC), Jennifer Briones (Resource), Maria Czech (Joint Faculty), Roger Dickes (Senate), Daphne Dionisio (Manager/Confidential), Terry Flexser (CSEA), Emily Haraldson (Guild), Lara Kartalian (Resource), Beth Kronbeck (Other Faculty), Kevin Meza (Resource), Narbeh Nazari (CSEA), Krista Raimondo (Resource), Michael Ritterbrown (Administration), Francien Rohrbacher (Other Faculty), Sona Sardayan (ASGCC), Paul Schlossman (Administration), Tobin Sparfeld (Joint Faculty), David Yamamoto (Proxy for Yvette Ybarra)
- Absent: Ramona Barrio-Sotillo (Administration), Anthony Culpepper (Administration), Calvin Madlock (Admin), Melissa Malandrakis (Resource), Alfred Ramirez (Administration),
- Guest: Stacy Jazan
- Quorum: 14/18 (10 needed for Quorum)

**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 May 10, 2021 were reviewed.
    - ***It was MSC (Dickes/Dionisio) that the Minutes from May 10, 2021 be approved without corrections.***
- II. Review of Subcommittee Minutes
  - a. Master Planning – Team A
    - i. The Adopted Minutes from April 23, 2021 were reviewed.
      - ***It was MSC (Dickes/Dionisio) that the Minutes from April 23, 2021 be accepted without corrections.***
  - b. Program Review
    - i. The Unadopted Minutes from April 20, 2021 were reviewed.
      - ***It was MSC (Dionisio/Dickes) that the Unadopted Minutes from the April 20, 2021 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. Timeline was reviewed with the committee.
    - i. Making progress and the deadlines are coming faster.

- ii. Deadline for Draft is December 2021, for all the standards. Drafts should include as much evidence as possible. Evidence has to be the best evidence that we meet the standards, not all the evidence that we meet the standards.
- iii. Spring 2022 – Accrediting Commission will come and give a second training.
- iv. Summer 2022 – Editor may be hired.
- v. Fall 2022 – Preparing for visit and getting approval from various Governance and Standing Committees.
- vi. October 2022 – Board of Trustees for first read.
- vii. November 2022 – Board of Trustees for final read.
- viii. December 15, 2022 – Deadline to send ISER to ACCJC & Publish and share report with Stakeholders

- IV. Enrollment Update
  - a. Dashboard reviewed.
  - b. Fall credit enrollment – bigger drop at the last minute. Compared to last year, we are down 12% for credit FTES.
  - c. Noncredit is the same as last fall.
  - d. Hard to tell how fraudulent applications/registrations are impacting enrollment.

#### **New Business:**

- V. Update on DEI Recommendations for Master Planning [**ACCJC Standard I.A.3, I.B.7, IV.A.1, IV.A.2, IV.A.6**]
  - a. Team A asked the DEI Committee to come up with goals related to Diversity, Equity, and Inclusion.
  - b. The DEI Committee came up with some recommendations but they have not gone to Senate yet. DEI Committee still need to pass them.
  
- VI. Update on Covid Response and Return to Campus [**ACCJC Standard I.B.4, I.B.7, I.B.9**]
  - a. Still developing protocols for responding to cases in classes.
  - b. LA County Dept of Health has said there is no need for the class to close down if there is an outbreak in the class but there are protocols that need to be followed.
  - c. There have been 4 Covid cases so far in in-person classes. .
  - d. Overall, things seem to be functioning okay in regard to return to campus.
  - e. In person classes seem to be well attended.
  - f. Vaccination requirement status – the college has selected a company called Kokomo 24/7 as the tool/platform to manage the mandatory vaccination protocol. Process is completely automated.
    - i. Launch Date is September 20, 2021.
  
- VII. Program Review Updates [**ACCJC Standard I.A.3, I.B.4, I.B.7, I.B.9, I.C.12, III.A.4, IV.A.1, IV.A.6**]
  - a. The committee reviewed the revised Program Review form and questions.
  
- VIII. Data/Dialog/Documentation for Data Dashboards and Learning Outcomes [**ACCJC Standard I.B.4, I.B.7, I.B.9, I.C.12**]
  - a. Trying to establish evidence for Accreditation.
  - b. We already in place Data/Dialog/Documentation for Student Achievement and Success with the newly revised Instructional Department Databoard Data Form.
  - c. Senate Motion currently in place (2017-2023) where Departments are asked yearly to review data and talk about improvements.
  - d. Now trying to put in place the other portion we need for evidence for Learning Outcomes.
    - i. End of Year Assessment Report. Senate Motion hopefully occurring soon.

- IX. Student Survey Questions
- a. We do not currently have a lot of information on the number of students who are parents.
    - i. This information is generally only available via FAFSA, which not all students fill out.
  - b. This question of how many students are parents leads to other questions like what our GCC CARES Office deals with, like food and housing insecurities, and other needs for students who are parents.
  - c. It was suggested that another issue to address is time insecurity and course scheduling.
  - d. We plan to add some of these questions on to our Student Surveys so that we can work to create policies to better serve our students.

Meeting Adjourned at: 1:25 p.m.  
Next Meeting: October 13, 2021  
Minutes Recorded by: G. Lui