

INSTITUTIONAL PLANNING COORDINATION COMMITTEE

MEETING MINUTES

March 14, 2022

Zoom Conference

Present: Edward Karpp (Chair), Jennifer Briones (Resource), Anthony Culpepper (Administration), Maria Czech (Joint Faculty), Daphne Dionisio (Manager/Confidential), Terry Flexser (CSEA), Emily Haraldson (Guild), Beth Kronbeck (Other Faculty), Calvin Madlock (Admin), Krista Raimondo (Resource), Alfred Ramirez (Administration), Michael Ritterbrown (Administration), Francien Rohrbacher (Other Faculty), Paul Schlossman (Administration), Tobin Sparfeld (Joint Faculty)

Absent: Ramona Barrio-Sotillo (Administration), Roger Dickes (Senate), Shayan Koshkefi (ASGCC), Melissa Malandrakis (Resource), Kevin Meza (Resource), Tigran Saakov (ASGCC), David Yamamoto (Resource), Yvette Ybarra (Other Faculty)

Guest: Stacy Jazan

Quorum: 12/17

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 November 8, 2021 were reviewed.
 - ***It was MSC (Dionisio/Culpepper) that the Minutes from November 8, 2021 be approved without corrections.***

- II. Review of Subcommittee Minutes
 - a. Master Planning – Team A
 - i. The Unadopted Minutes from November 19, 2021 were reviewed.
 - ***It was MSC (Dionisio/Schlossman) that the Minutes from November 19, 2021 be accepted.***

 - b. Program Review
 - i. The Unadopted Minutes from November 16, 2021 were reviewed.
 - ***It was MSC (Dionisio/Culpepper) that the Unadopted Minutes from the November 16, 2021 Program Review Meeting be accepted.***

Old Business:

- III. Accreditation Work Groups Update and Timeline
 - a. Writing teams working on the draft. Proving that we are meeting requirements.
 - b. Spring 2022:
 - i. Advanced ISER Training is coming up on 3/22/22
 - ii. Workgroups finalizing ISER
 - iii. ISER review and input from Governance Committees
 - c. Summer 2022:

- i. Possibly hiring a final editor.
 - d. Fall 2022:
 - i. Submit Resource Requests for Fall 2023 site visit expenses.
 - ii. Prepare for visit: Town Halls, Forums, Info Campaigns, Professional Development.
 - iii. Review, Input Gathering, and approval through committees.
 - iv. September 2022: First Read
 - v. October 2022: College Exec and Board of Trustees (First Read)
 - vi. November 2022: College Exec and Board of Trustees (Second Read)
 - e. Quality Focus Essay (QFE):
 - i. Committee Members were asked to think about topics for the QFE
 - ii. Topics will be taken to Team A for review, feedback and selection of one or two.
 - iii. Suggested topics include:
 1. Decolonizing the Classroom
 2. Early Alert
 3. College Corps
 4. FYE
- IV. Enrollment Update
 - a. We are down 5% for Winter 2022 and Spring is down 17% compared to last spring.
- V. Review Cycle for BPs and ARs
 - a. The committee previously agreed to move the cycle from three to five years.
 - b. The changes for the Board Policy and Administrative Regulation were passed at Administrative Affairs.
 - c. The AR 2410 needs to specifically say five years to match the language in BP 2410
 - i. Dr. Culpepper will take this to Admin Exec as a recommendation.

New Business:

- VI. Vaccine Mandates Effects on Planning
 - a. The Vaccine Mandate policy was slated to initially cover the 2021/2022 Academic Year.
 - b. Discussions will need to be had in the next few weeks to make changes to the policy moving forward.
- VII. Personnel and Non-Personnel Requests
 - a. In 2019 the Budget Committee agreed to make public the results of the decision for Personnel requests be posted on the Budget and Human Resources websites.
 - i. Is there a link available for where this is posted?
 1. A section on the Budget Website can be setup.
 2. The weighting process needs to be nailed down at the Budget Committee.
 3. The Final Budget is also posted on the website which includes which positions were approved for the Academic Year.
 4. Human Resources has a Recruitment Update that is shared weekly at Admin Exec which includes the status of each position. This information could possibly be posted and made available on the website.
- VIII. Rename Institutional Master Plan to Institutional Strategic Plan
 - a. A recommendation was made to change the name of the plan to the, "Institutional Strategic Plan."
 - b. Team A will be made aware of this change and the process to change references to the document will start once approved.

➤ ***It was MSC (Schlossman/Culpepper) to rename the Institutional Master Plan to the Institutional Strategic Plan.***

- IX. Rename Master Planning Committee to Strategic Planning Committee
- a. It was recommended that the Master Planning Committee be renamed to the Strategic Planning Committee.
 - b. This recommendation would need to go through Governance Review for approval.

➤ ***It was MSC (Culpepper/Schlossman) to recommend to Governance Review that the Master Planning Committee (Team A) be renamed the Strategic Planning Committee.***

Meeting Adjourned at: 1:15 p.m.

Next Meeting: April 11, 2022

Minutes Recorded by: G. Lui