

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- V. Out-of-Date Administrative Regulations (Beth Kronbeck) [ACCJC Standard I.B.7]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