

MASTER PLANNING – TEAM A

MEETING MINUTES

May 29, 2020

Zoom Meeting

Present: Ed Karpp (Chair), Sune Aghakian (ASGCC), Vanessa Angeles (ASGCC), Saodat Aziskhanova (CSEA), Roger Bowerman (Guild), Sevada Chamras (Joint Faculty), Keith Conover (Joint Faculty), Anthony Culpepper (Admin), Andrineh Dilanchian (CSEA), Daphne Dionisio (Joint Faculty), Mike Dulay (Joint Faculty), Agnes Eguaras (Administration), Megan Ernst (Joint Faculty), Glenn Gardner (Joint Faculty), Lourdes Girardi (Joint Faculty), Jon Gold (Joint Faculty), Eric Hanson (Admin), Emelyn Judge (Joint Faculty), Beth Kronbeck (Joint Faculty), Calvin Madlock (Admin), Nonah Maffit (CSEA), Michelle Mora (Admin), Elmira Nazaryan (Admin), Asmik Oganesyanyan (Joint Faculty), Tzoler Oukanyan (Admin), Alfred Ramirez (Admin), Toni Reyes (Admin), Michael Ritterbrown (Admin), Piper Rooney (Senate), Liz Russell (Joint Faculty), Paul Schlossman (Admin), Jan Swinton (Admin), Christina Tangelakis (Admin), David Viar (Admin)

Absent: Tina Andersen-Wahlberg (Admin), Ramona Barrio-Sotillo (Admin), Valicia Dantzler (Admin), Troy Davis (Joint Faculty), Julie Gamberg (Senate), Nancy Getty (Joint Faculty), Peter Green (Joint Faculty), Cameron Hastings (Joint Faculty), Sarah McLemore (Joint Faculty), Curtis Potter (Joint Faculty), Garik Sayadkhanyan (ASGCC), Michael Scott (Joint Faculty), Frankie Strong (CSEA), Paul Vera (Joint Faculty), Jan Young (Joint Faculty)

Guest: John Aque, Lisa Brooks, Susan Courtney, Roger Dickes, Stacy Jazan, Shelby McIntyre, Naomi Soto, Federico Saucedo, Drew Sugars, Andra Verstrate, Yvette Ybarra, Andrew Young

Quorum: 33/46 Voting Members

Call to Order: The meeting was called to order by Ed Karpp at approximately 1:00 p.m.

Approval of Minutes:

- I. Minutes from November 15, 2019.
 - a. The Minutes of November 15, 2019 were reviewed.
 - ***It was MSC (Bowerman/Dulay) that the Minutes from November 15, 2019 be approved.***

Old Business:

- I. Team B Composition
 - a. There was a question as to whether or not Team B is redundant with Team A an IPCC.
 - b. Ed Karpp gave a presentation clarifying the roles of each of the groups.
 - c. Team B recommended no changes to the work group.
- ***It was MSC (Bowerman/Aziskhanova) that the roles and responsibilities of the IPCC, Master Plan Team A, and Team B committees be approved.***

New Business:

- II. Linking Spring 2020 Changes to Long-Term Planning [ACCJC Standard I.B.9]
 - a. Dr. Viar
 - i. Suggested an evaluation of what we have done and review what worked and what we want to keep or change as we move forward.
 - b. Dr. Ritterbrown
 - i. The pandemic will require that re-examine how we teach in general.
 - ii. Virtually all of our classes are operational, including Welding and Ceramics.
 - iii. Long-Term Planning:
 1. Clarifying student pathways.
 2. Facilitate student entry into student pathways.
 3. Opportunity for 490 faculty to acquire Distance Ed training before fall.
 4. Device distribution to staff and students to keep up with their work and studies.
 5. Operational Effectiveness: the college has made a real effort to provide resources to staff, i.e., potter's wheels and keyboards have been purchased for students to check out so that they may practice from home.
 - c. Dr. Schlossman
 - i. Student Services has had to re-examine how they provide services.
 - ii. Online services that were in the planning stages were moved up and implemented.
 - iii. Although outreach can not be done in person, students have access to Virtual Welcome Center services, webchat, and regular virtual college nights.
 - iv. Interest in Dual Enrollment has increased. There will be 16 Dual Enrollment courses in the 2020 summer session alone.
 - v. ECAP (Early College Acceptance Program) needed to make a very quick shift to go virtual and remote. Over 400 students from 24 area High Schools participated this year.
 - vi. Admissions and Records: All services are available online and remotely. Docusign has been implemented for concurrently enrolled High School students.
 - vii. Financial Aid: Implementation of Campus Logic and QLess.
 - viii. Placement: Testing has moved online.
 - d. Dr. Culpepper
 - i. Technology has been majorly impacted.
 - ii. We are in the process of retrofitting classrooms.

- iii. Apportionment: the biggest issue is that it is all an unknown at this point.
 - iv. Tops Managers have been encouraged to reduce costs by 7.5%, which is a conservative number and may go up even higher.

- III. Presentation on Student Outcomes Data
 - a. Ed Karpp gave an update on Student Outcomes.
 - i. Retention from fall to spring has been steady.

- IV. Review of Goals Aligned with Vision for Success **[ACCJC Standard I.B.9]**
 - a. The committee reviewed the Vision Goals which were approved in spring 2019.
 - b. The committee reviewed the Connection of Vision Goals to IMP Goals.

- V. Institutional Master Plan (IMP) Progress Report for 2020 **[ACCJC Standard I.B.9]**
 - a. Ed Karpp reviewed the document based on the work done by Beth Kronbeck who has been following up with those responsible for IMP goals.
 - i. The college is making progress on the goals.
 - ii. A few goals have not yet been addressed.
 - iii. Pathways have not yet been defined.

- VI. Sectional Reports from Program Review **[ACCJC Standard I.B.9]**
 - a. Daphne Dionisio presented Sectional Reports from Program Review covering: Enrollments, Success, and Achievement, Facilities, and Technology.

- VII. Institution-Set Standards **[ACCJC Standard I.A.3., I.B.9]**
 - a. The Senate has recommended no changes to the Standards.
 - b. A question as raised as to why the goals are so conservative.
 - i. Due to the Pandemic it was felt it was best to hold off until next year when things might be more normal.

➤ ***It was MSC (Bowerman/Rooney) that the Institution-Set Standards be approved without changes.***

- VIII. Revisions to Non-Personnel Resource Request Prioritization Process **[ACCJC Standard I.B.9]**
- IX.
 - a. Presentations have been made to the Senate, Budget, and Standing Committees regarding a possible change to next year's Prioritization Process.
 - b. The idea is that each Non-Personnel Resource Request resource request would be evaluated by the Governance Committee responsible based on the Goals of the IMP, the Annual Goals and the Instructional Priorities set by Academic Affairs Committee, as well as items such as Health and Safety, whether it addresses a legal mandate, and a subjective item on the quality of the request.

- c. This change would simplify the process as all the committees would have to do is check whether or not the request meets these requirements, validating the submission from the requestor.
 - d. The system is not yet in place.
- X. Annual Goals 2020-2021 with Weightings [**ACCJC Standard I.A.3., I.B.9**]
- a. Ed Karpp presented a draft of Annual Goals from Team B.
 - b. Items were taken from IMP and other plans, like focus areas of the Guided Pathways Work Plan.
 - c. These Goals were selected because they address Covid-19 to build on what we've done this semester. These Goals are heavily geared towards Distance Education, Online Support services, and Technology Infrastructure which support the moves we are making on.
 - d. Team B will look more into these Goals and see what the objectives are and where the outcome measures show up.
- ***It was MSC (Girardi/Schlossman) that the Annual Goals for 2020-2021 be approved.***
- e. It was proposed that even weightings be assigned to each of the Goals for the first year.
- ***It was MSC (Dulay/Schlossman) that the Annual Goals be approved with even weightings for the first year.***
- XI. Accreditation Update: Timeline for Midterm Report [**ACCJC Standard I.B.9**]
- a. The Timeline for the Midterm Report was reviewed.
 - b. We are on time.
 - c. It has gone to College Executive and the goal is to get it to the Board for a First Reading in June and a second Reading in July.
- XII. College Mission Statement [**ACCJC Standard I.A.3**]
- a. The College Mission Statement was reviewed.
 - i. A suggestion was made to include Diversity and Inclusion in the Mission Statement.
 - ii. There was some concern in mixing values in to the Mission Statement.
- ***It was MST (Madlock/Bowerman) that this topic be held for discussion at the fall meeting.***

XIII. Committee Mission Statement

a. The Master Plan Team A Mission Statement was reviewed.

- ***It was MSC (Ramirez/Girardi) that the Master Plan Team A Mission Statement be approved.***

Team A Mission Statement

The Master Planning Committee (Team A) is responsible for developing the Institutional Master Plan. The committee, in coordination with the Planning Resource Committee (Team B), has the following five responsibilities:

- *Annually review the college mission statement*
- *Develop and track implementation of the Institutional Master Plan*
- *Recommend Annual Goals to the College Executive Committee*
- *Review institutional plans*
- *Incorporate results of program review into planning*

Mission statement adopted by Team A on May 29, 2020

Meeting Adjourned at: 3:00 p.m.

Next Meeting: TBD

Minutes Recorded by: G. Lui