

MASTER PLANNING – TEAM A

MEETING MINUTES

November 9, 2018

CR 137

Present: Ed Karpp (Chair), Tina Andersen-Wahlberg (Admin), John Aque (Team B), Ramona Barrio-Sotillo (Admin), Roger Bowerman (Guild), Sevada Chamras (Joint Faculty), Keith Conover (Joint Faculty), Troy Davis (Joint Faculty), Andrineh Dilanchian (CSEA), Daphne Dionisio (Joint Faculty), Agnes Eguaras (Administration), Megan Ernst (Joint Faculty), Lourdes Girardi (Joint Faculty), Nancy Getty (Joint Faculty), Henri Gurgyenyan (ASGCC), Eric Hanson (Admin), Cameron Hastings (Joint Faculty), Emelyn Judge (Joint Faculty), Beth Kronbeck (Joint Faculty), Jessica Lo Guercio (CSEA) (Proxy for Saodat Aziskhanova), Calvin Madlock (Admin), Nonah Maffit (CSEA), Vane Mardyan (ASGCC), William Melikyan (ASGCC), Michelle Mora (Admin), Agnes Oganessian (Joint Faculty), Tzoler Oukanyan (Admin), Alfred Ramirez (Admin), Toni Reyes (Admin), Michael Ritterbrown (Admin), Piper Rooney (Senate), Pamela Rosas (CSEA), Scott Rubke (Joint Faculty), Liz Russell (Joint Faculty), Paul Schlossman (Admin), Christina Tangalakis (Admin), Monette Tiernan (Joint Faculty), David Viar (Admin), Jan Young (Joint Faculty)

Absent: Anthony Culpepper (Admin), Val Dantzler (Admin), Mike Dulay (Joint Faculty), Jon Gold (Joint Faculty), Peter Green (Joint Faculty), Robert Hill (Admin), Elmira Nazaryan (Admin), Michael Scott (Joint Faculty), Frankie Strong (CSEA), Paul Vera (Joint Faculty)

Guest: Patrick Shahnazarian, Drew Sugars

Quorum: 37/45 Voting Members (23 Needed for Quorum).

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

I. Minutes

a. The Minutes of April 27, 2018 were reviewed.

➤ ***It was MSC to approve the Minutes from April 27, 2018.***

Old Business:

New Business:

II. Presentation on Demographic Trends

a. Ed Karpp gave a presentation on the current Demographic Trends at GCC.

i. We are looking at about a 4% decline in 2018 – 2019 from 2017 – 2018.

ii. 55% of credit students are female. 45% of credit students are male.

iii. Traditional aged students

iv. We need to look at the possibility that our Latino population may be declining at GCC.

v. Approximately half of GCC students are born in the United States.

vi. About 40% of GCC students speak English as their first language.

III. Alignment of IMP Goals with State Vision for Success

a. Ed Karpp gave a presentation on a requirement to align the IMP Goals with the State Vision for Success.

- b. Planning Groups will have some role in what is now being required with the new funding formula along with other changes from the Chancellor's Office.
- c. AB 1809 requires us to set goals that align with the Vision for Success.
 - i. The goals need to be numerically measurable.
 - ii. The goals need to specify timelines.
- d. Vision for Success
 - i. Chancellor's Office wants to see the whole Community College System increase by 20% the number of degrees and certificates given out by 2021-2022.
 - ii. Increase Transfers to UC and CSU by 35% by 2021-2022.
 - iii. Unit Accumulation decreased to 79 by 2021-2022.
 - iv. For workforce, they want to see an increase in the percentage of students reporting that they are working in their field of study from 69% to 76% by 2021-2022.
 - v. Cut achievement gaps by 40% by 2021-2022
 - vi. Eliminate achievement gaps by 2026.
 - vii. Closing Regional Gaps and the disparity between rural and urban areas.
- e. The college needs to set at least one numerical goal for one or more of the metrics identified under each of the Vision for Success goals.
 - i. These goals have to be adopted at a public Board Meeting.
 - ii. It must be in the Agenda and specifically address how each one aligns with the Vision for Success.
 - iii. The Agenda and Summary of Action will be sent to the Chancellor's Office as evidence that it was Board Approved.
 - iv. A comprehensive plan must be created with a budget aligning to the plan.
 - v. By May 31, 2019 the Board needs to adopt these goals.

IV. Program Review – Sectional Reports (Technology, Staffing, Facilities, DE) and Program Review Trend Reports from Instructional Deans and Vice Presidents.

- a. Findings and trends from Program Reviews submitted last year were presented.
- b. Reports were compiled consisting of responses from any Department that submitted a full or update review.
- c. Administrators from various Departments presented the main takeaways from their Reports.
 - i. Facilities Report
 - 1. Facilities is working collaboratively with Divisions to discuss issues and address them one at a time.
 - 2. Facilities has been working with the League Committee to schedule projects that improve the learning environment of our students.
 - 3. To address campus cleanliness and grounds work, Facilities has hired 2 full-time gardeners and are in the process of hiring a Grounds Technician.
 - 4. For Custodial Services, Facilities has hired an Evening Supervisor to make improvements with the evening crew. Staff are also receiving training on what is expected to improve services so that the campus is more inviting to students.
 - 5. Facilities has improved our HVAC and quality of air.
 - 6. Facilities has improved our energy management system by changing our control company, which has saved us 30% of our costs.
 - 7. Prop 89 funding was used to improve lighting on campus and we have converted approximately 80% of our system to an LED system. Facilities is in the process of completing the Energy Savings Program.
 - ii. Technology
 - 1. Trend seemed to be the replacement and upgrade of equipment (software and hardware).
 - 2. For Student Services:

- a. IT is looking to streamline the process for CCC Apply and cut down the time it takes for a student to apply. It currently takes 3-5 days for a student to receive an ID and this will hopefully be changed to 20 minutes.
 - b. For Counseling Services IT is looking at implementing Cranium Café.
 - c. EAB will be implemented for Transcripts/Credentials.
 - 3. Instructional Services:
 - a. As part of the League Group, IT has developed a five year plan which is aimed at making improvements in the learning environment for students.
 - b. IT needs to make sure that technology purchases go through their Department in order to ensure that IT is able to offer adequate support.
 - 4. Facilities
 - a. IT is looking at implementing a project management tool for Facilities to assist with the management of Capital Construction projects.
 - 5. Information Technology Services
 - a. ITS is working on updating their Master Plan.
 - b. Network Upgrade is needed.
 - c. PeopleSoft needs to be upgraded by December 2019.
 - d. Oracle needs to be upgraded by 2021.
 - e. An Interim Network Systems Support Director has been hired.
 - f. A Disaster Recovery Plan needs to be created.
- iii. Distance Education
 - 1. There has been an increase in Certified Instructors in some departments. An increase of 176 instructors have been certified to teach online.
 - 2. Noncredit and Distance Education: We are investigating how Positive Attendance can be recorded for Distance Education.
 - 3. Faculty Development is what we need to work on most.
- iv. Continuing Education
 - 1. Faculty and staff for Continuing Education went down approximately 7.8% between 2014 and 2017 and enrollment went down .89%.
 - 2. The biggest issue seemed to be Data Gathering. There is a lot of difference in the data and a lot errors in the data reviewed. Continuing Education is looking at a need to hire an Operations Analyst.
 - 3. Continuing Education is looking at Guided Pathways and how it can be implemented at Noncredit.
- v. Workforce Development
 - 1. Among CE departments, Workforce Development will work on marketing and recruitment as well as collaboration involvement with K-16 partners for career pathways and business and industry for real world application.
 - 2. Program Completion – Code Alignment Project in New Funding formula. Different CE departments are reviewing current codes to ensure they are counted at the state level.
 - 3. Partnerships – Establishing and maintaining relationships with community entities, industry reps,
- vi. Instructional Services
 - 1. Ed Karpp: Science and Math
 - a. The only programs in this area that did a full review were Astronomy, Chemistry and Physics.
 - i. Astronomy
 - 1. In Astronomy, Latino students seem to be less successful compared to other groups and would like to investigate this.

- 2. Astronomy is interested in looking at Hybrid and Distance Education courses.
 - 3. There are two full time instructors in Astronomy, but they are not 100% assigned to Astronomy.
 - ii. Chemistry
 - 1. Chemistry is seeing enrollment increases.
 - 2. The number of full-time instructors is less than it was in 2005 (although enrollment has nearly doubled since that time).
 - 3. Chemistry is looking at offering a certificate in Chemical Technology
 - iii. Physics
 - 1. Enrollment for Latino students has gone up.
 - 2. Physics is looking into the idea of virtual experiments.
 - 2. Agnes Eguaras:
 - a. Each department is updating curriculum and looking at offerings and ways of improving their classes.
 - b. English Division just launched English 101 Plus.
 - c. Language Arts is developing Filipino classes.
 - d. Social Science continues to update their courses and is working on connecting with students. History Department has student clubs looking into what events they can develop to encourage students to be more involved.
 - e. There is an increase in Online Hybrid Course offerings, particularly in Speech and English.
- vii. Vice-Presidents
- 1. Student Services
 - a. Biggest trend is in staffing needs. Student Services is understaffed in a lot of areas. There is a big reliance on Classified part-time Hourly Employees.
 - b. Student Services had 9 requests through CHAC which were approved and funded.
 - 2. Instructional Services
 - a. There are a lot of needs for facilities improvements in the classrooms.
 - b. Each Division needs more faculty.
 - c. The demand for Sciences is going up, especially in Biology.
 - d. Enrollment is growing in Distance Education.
 - 3. Administrative Services
 - a. There are opportunities to address appropriate levels of staffing within departments.
 - b. Opportunities to align tactical decisions within component plans within Administrative Services and Budget planning with the Institutional Master Plan.
 - c. Alignment of all internal committees on campus and ensuring that the actions are tied back to the strategic plan.

V. College Mission Statement

- a. The Committee reviewed the College Mission Statement.
- b. No changes were recommended.
- c. Committee members were asked to take the Mission Statement back to their constituents and Governance Committees. If there are any recommendations they should be brought back to Team A.

- VI. Committee Mission Statement
 - a. The Team A Mission Statement was reviewed.

- ***It was MSC (Russell/Kronbeck) that the Team A Mission Statement remain as is without changes.***

- VII. Election of Chair

- ***It was MSC (Russell/Ernst) that Ed Karpp be named Chair of the Team A Committee for the 2019.***

Other:

Adournment:

Meeting Adjourned at 3:00 p.m.

Next Meeting: TBD

Minutes Recorded by: G. Lui