

INSTITUTIONAL PLANNING COORDINATION COMMITTEE

MEETING MINUTES

March 11, 2019

AD 121

Present: Edward Karpp (Chair), Seboo Aghanjani (CSEA), Manush Aghazarian (ASGCC), Valicia Dantzer (Administration), Daphne Dionisio (Manager/Confidential), Alex Gevorkian (ASGCC), Beth Kronbeck (Other Faculty), Calvin Madlock (Admin), Narbeh Nazari (CSEA), Alfred Ramirez (Administration), Francien Rohrbacher (Other Faculty), Piper Rooney (Senate), Paul Schlossman (Administration)

Absent: Ramona Barrio-Sotillo (Administration), Roger Bowerman (Guild), Anthony Culpepper (Administration), Maria Czech (Joint Faculty), Alex Gevorkian (ASGCC), Michael Ritterbrown (Administration), David Yamamoto (Resource), Yvette Ybarra (Other Faculty)

Guest: Nonah Maffit

Quorum: 12/19

**Call to Order:** The meeting was called to order by Ed Karpp at approximately 12:19 p.m.

- I. Approval of Minutes
  - a. The Minutes from December 10, 2018 were reviewed.
    - ***It was MSC (Rooney/Schlossman) that the Minutes from December 10, 2018 be approved without corrections.***
  - b. Review of Subcommittee Minutes
    - i. Master Planning – Team A
      1. No minutes to Report
    - ii. Program Review
      1. The Undadoted Minutes from February 19, 2019 were reviewed.
        - ***It was MSC (Rooney/Dionisio) that the February 19, 2019 Program Review Minutes be accepted.***
- II. Standing Progress Reports: Progress on 2016 ACCJC Recommendations, Self-Evaluation Report, QFE
  - a. Mostly doing great on these.
  - b. The Senate has established a Schedule.
  - c. HR is working on possibly implementing NeoGov for Adjunct Evaluations.
    - i. We currently have Oracle EBS – HR Core and PeopleSoft 9.2 for Campus Solutions.
    - ii. We do not have the module for Performance Evaluations. In order to implement that module we would have to move HR entirely to the Cloud.
    - iii. Calvin Madlock is looking at the NeoGov contract terms.
    - iv. Another meeting with NeoGov needs to be scheduled.

- v. By December 2019 the college should be able to say that we have the software in place. Implementation date is unknown.
  - d. Cranium Café
    - i. Provides access to online counseling appointments.
    - ii. This has been implemented but not on a large scale.
    - iii. Counseling has started advertising this in spring.
- III. Master Planning External Speaker Series
  - a. Angelica Garcia, VP, Skyline College. Interested but has scheduling conflicts.
  - b. March 27, 2019: Bill Rawlings: The Role of Classified Staff in the Vision for Success.
  - c. April 26, 2019: James Glapa-Grossklag, How to Effectively Use OER and ZTC at GCC.
- IV. Payment for Master Planning Speaker's Series, Honorariums, etc.
  - a. There are questions on how to formalize a process for payments for honoraria and travel, hotels, etc.
  - b. What is the best way to create a procedure? An informal process or an Admin Reg?
  - c. This could potentially fall under a number of categories, i.e., Visitors on Campus or Volunteers.
  - d. It was suggested that we need to restore the Master Plan Budget.
  - e. A FAQ should be developed and brought back to IPCC for review.
- V. Update on Student Services Metrics and Goals
  - a. The state is changing all the measures we've traditionally used to evaluate how well colleges are doing.
  - b. Ed Karpp will report on the 2018 Scorecard Measures at the Faculty meeting tomorrow.
  - c. New data to be used for new funding formula.
  - d. State and various consultants have created student success metrics.
  - e. Vision for Success Goals
    - i. All colleges need to do this.
    - ii. Senate is starting to work on this.
    - iii. Taskforce is looking at the goals.
    - iv. We have to set a minimum of 6-7 goals and have them approved by the Board by May.
- VI. ACCJC Annual Report and Midterm Report
  - a. IPCC is mainly involved in the Midterm report.
  - b. Ed Karpp presented a little bit on what we have to report to the ACCJC.
  - c. Annual Report has changed slightly this year.
    - i. It is a little less specific on SLOs.
    - ii. Graduation Rate from Federal Scorecard (New)
    - iii. Course Completion Rate – new this year is a stretch goal – aspirational for student success course completion rate.
    - iv. There is no consequence for not meeting the stretch goal. It is mostly for planning purposes.
    - v. There is a required financial report that Anthony Culpepper and Amir Nour will work on.
  - d. The Midterm Report requires us to respond to all of our recommendations.
    - i. We are basically done with all of these.
    - ii. We also must respond to the self-report which can be done in a table.
- VII. Assignments for IMP Subgoals
  - a. The IPCC Committee reviewed the Tasklist and made assignments to specific individuals.
- VIII. IMP Goal E.4. Professional Development for Staff

- a. IMP Goal E4 is to increase and improve Professional Development opportunities for Faculty, Staff, and Students to develop Technical skills and other topics prioritized by the Institutional Master Plan.
  - b. Lynda.Com is available for some training.
  - c. Money is required for online Professional Development for experts, canvas, etc.
  - d. How do we address sufficient support for Professional Development, specifically for financial support?
- ***It was MSC (Nazari/Rooney) that IPCC recommends to the Administrative Affairs Committee that they give a high priority to establishing and funding a Professional Development Budget for Staff Development.***

Meeting Adjourned at: 1:30 p.m.  
Next Meeting: April 8, 2019  
Minutes Recorded by: G. Lui