

## INSTITUTIONAL PLANNING COORDINATION COMMITTEE

## MEETING MINUTES

September 14, 2020

Zoom Conference

Present: Edward Karpp (Chair), Ramona Barrio-Sotillo (Administration), Anthony Culpepper (Administration), Maria Czech (Joint Faculty), Roger Dickes (Senate), Daphne Dionisio (Manager/Confidential), Elise Dulay (ASGCC), Terry Flexser (CSEA), Emily Haraldson (Guild), Lara Kartalian (Resource), Beth Kronbeck (Other Faculty), Calvin Madlock (Admin), Melissa Malandrakis (Resource), Narbeh Nazari (CSEA), Alfred Ramirez (Administration), Michael Ritterbrown (Administration), Francien Rohrbacher (Other Faculty), Tobin Sparfeld (Joint Faculty), Andra Verstrate (Proxy for Paul Schlossman) (Administration), Yvette Ybarra (Other Faculty)

Absent: Kevin Meza (Resource), Tom Voden (Resource), David Yamamoto (Resource)

Guest: Stacy Jazan

Quorum: 17/18

**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 May 11, 2020 were reviewed.
    - ***It was MSC ( Ramirez/Dionisio) (One Abstention: Tobin) that the Minutes from May 11, 2020 be approved without corrections.***
- II. Review of Subcommittee Minutes
  - a. Master Planning – Team A
    - i. The minutes from May 29, 2020 were reviewed.
      - ***It was MSC (Haraldson/Ramirez) (One Abstention: Tobin) that the Minutes from May 29, 2020 be approved without corrections.***
  - a. Program Review
    - i. Adopted Minutes from April 21, 2020 were reviewed.
      - ***It was MSC (Dionisio/Ramirez) (One Abstention: Tobin) that the Adopted Minutes from the April 21, 2020 Program Review Meeting be accepted.***
    - ii. Unadopted Minutes from May 19, 2020 were reviewed.
      - ***It was MSC (Ramirez/Dionisio) that the Unadopted Minutes from the May 19, 2020 Program Review Meeting be accepted.***

**Old Business:**

- III. ACCJC Midterm Report Draft [ACCJC Standard I.B.4, I.B.7, I.B.9, I.C.12]
  - a. This has been completed and can be uploaded to the website.
  - b. All Recommendations were addressed.
  - c. The ACCJC Midterm Report Draft has not been submitted. It will most likely be sent in sometime during the week of September 21, 2020.

- d. Ed Karpp will request that a representative from Human Resources be in attendance for the IPCC meetings in order to help address Recommendation 7.

IV. Enrollment Update

- a. As of today (9/14/2020) we are down 5.2% FTES in credit from last year.
- b. Other colleges are down approximately 10%
- c. Summer enrollment was up 37%.
- d. There were more drops this year than in previous years.
- e. Part of the reason for the number of drops is due to fraudulent applications to enroll in order to obtain a .edu email account.
  - i. ITS is working to eliminate fraudulent enrollments.
  - ii. Solutions include programs to filter out suspected emails and charging a slight fee to enroll and then deducting it from student fees after they've enrolled.

V. Incorporating Changes Due to Emergency Planning into Long-Term Planning [**ACCJC Standard I.B.4, I.B.7, I.B.9, III.A.4, III.A.12, IV.A.1., IV.A.2, IV.A.6**]

- a. This was discussed at the spring 2020 Team A Meeting.
- b. Should items like converting to remote and synchronous instruction be added to the IMP and other college plans?
- c. We might want to recommend to Team A and Team B to continue this or bring some information about how what happened impacts long term planning.
- d. A suggestion was made that we ask what might be helpful from the various groups that were affected by the emergency planning.
- e. Impacted groups should forward recommendations for the IMP and the IPCC committee can review it.
- f. All courses were approved for synchronous online instruction – does this need to be factored into planning for the future? This potentially allows faculty to teach from home from this point forward. This is a discussion that would involve the Guild Contract, etc.
- g. This is an opportunity to invite someone dealing with the Distance Ed processes (perhaps Eric Hanson) to see where their minds are at regarding this.

VI. Master Planning External Speaker Series

- a. We want to continue this even if we have to do it remotely.
- b. Now that the Annual Goals have been agreed upon and distributed we can look through the list of goals and see which ones lend themselves to having external speakers.
- c. Committee members were asked to bring any ideas for speakers to the next meeting.

**New Business:**

VII. Gap Analysis and Timeline for Accreditation Self-Evaluation Report [**ACCJC Standard I.B.4, I.B.7, I.B.9, I.C.12**]

- a. Timeline was reviewed with the committee.
  - i. A task list will be created during the fall with functional experts identified.
  - ii. Specific standards will be sent to committees and groups to review and to state what the gaps are. Gap Analysis to be returned by December 1, 2020.
  - iii. Workgroups will get together in spring 2021.
  - iv. Evidence will be collected in fall 2021.
  - v. Writing the report will begin in spring 2022.
  - vi. We will continue to write and finish the report in fall 2022.
  - vii. The document will go through Governance for approval in spring 2023.
  - viii. Finalized during summer 2023.
  - ix. Submission and Site Visit during fall 2023.
- b. A question arose as to who should be responsible for reviewing the section regarding whether the CEO and Governing Board are meeting their standards?
  - i. It was suggested that Dr. Viar should address the section dealing with the Governing Board and that Dr. Viar leverage his groups to deal with the Gap Analysis in his area.

- VIII. Compensating Faculty for ACCJC Site Evaluation Team Participation [ACCJC Standard IV.A.1, IV.A.2.]
- a. It is important for faculty to participate in ACCJC Site Evaluations however there are not many motivators to encourage participation.
  - b. Hours worked during site visits cannot be used for Advancement on the Salary Schedule (Faculty Unit Credit).
  - c. It was suggested that this first be discussed with Dr. Ritterbrown's office and then the RTEP committee.
- IX. Recommendation for Instructional Plan [ACCJC Standard I.B.3, I.B.7, I.B.9]
- a. The list of college plans / sub-plans of IMP do not include a full Instructional plan.
  - b. A framework can be created by reviewing the instructional goals of the IMP.
  - c. Should IPCC recommend to Academic Affairs that an Instructional Plan be created?
- ***It was MSC (Kronbeck /Culpepper) (One Abstention – Dickes) that a recommendation to Academic Affairs be forwarded with information that it is normal practice for colleges to have an Instructional Plan and that they develop one.***
- X. College Mission Statement – Addition of Equity Language [ACCJC Standard I.A.3, I.A.4]
- a. This was discussed at the spring 2020 Team A meeting.
  - b. Team B forwarded specific language to Team A regarding adding Equity in to the College Mission Statement.
    - ii. This was not approved at the Team A meeting as it was felt that we do not want a superficial statement on Equity but rather specifics as to what we do and where does equity, diversity, and inclusion play a strong part.
  - c. It was suggested that this could go to the newly formed DEI Committee.
- ***It was MSC (Dickes/Haraldson) to refer the addition of Equity Language to the College Mission Statement to the Diversity Equity and Inclusion Committee.***
- XI. Review of IPCC Mission Statement
- a. The IPCC Mission Statement was reviewed.
  - b. It was suggested that the word, "models," be removed and that the mission statement read as :
- The IPCC monitors continuous quality improvement to ensure institutional effectiveness. The committee oversees college planning and program review; assesses the effectiveness of planning; makes recommendations for sustained quality improvement; develops strategies to promote college-wide dialogue and participation in the integrated planning process; and identifies trends that reveal institutional and student needs. These objectives are achieved by the strategic use of institutional data (including program review), accreditation standards, federal and state regulations, and community input as guiding principles for assessing institutional effectiveness.*
- ***It was MSC (Dioniso/Czech) to approve the IPCC Committee Mission statement with recommended changes.***

Meeting Adjourned at: 1:36 p.m.  
 Next Meeting: October 12, 2020  
 Minutes Recorded by: G. Lui