

INSTITUTIONAL PLANNING COORDINATION COMMITTEE

MEETING MINUTES

March 13, 2023

Zoom Conference

- Present: Edward Karpp (Chair), Ramona Barrio-Sotillo (Administration), Maria Czech (Joint Faculty), Roger Dickes (Senate), Daphne Dionisio (Manager/Confidential), Brittany Grice (Resource), Emily Haraldson (Guild), Ani Harutyunyan (ASGCC), Stacy Jazan (Other Faculty), Calvin Madlock (Admin), Yervand Matervosian (ASGCC), Amir Nour (Administration), Alfred Ramirez (Administration), Michael Ritterbrown (Administration), Irina Shumakova (CSEA)
- Absent: Terry Flexser (CSEA), Tiffany Ingle (Resource), Melissa Malandrakis (Resource), Kevin Meza (Resource), Krista Raimondo (Resource), Francien Rohrbacher (Other Faculty), Paul Schlossman (Administration), Tobin Sparfeld (Joint Faculty), David Yamamoto (Resource), Yvette Ybarra (Other Faculty)
- Guest: Sangita Dube
- Quorum: 13/18

Call to Order: The meeting was called to order by Ed Karpp at approximately 12:16 p.m.

- I. Approval of Minutes
 - a) The minutes from November 14, 2022 were reviewed.
 - ***It was MSC (Dickes/Haraldson) that the IPCC Minutes from November 14, 2022 be approved without changes.***
- II. Review of Subcommittee Minutes
 - a. Strategic Planning – Team A
 - i. The Unadopted Minutes from November 4, 2022 were reviewed.
 - ***It was MSC (Dickes/Dionisio) that the Undapoted Team A Minutes from November 4, 2022 be accepted.***
 - b. Program Review
 - i. The Unadopted Minutes from November 15, 2022 were reviewed.
 - ***It was MSC (Dionisio/Dickes) that the Unadopted Program Review Minutes from November 15, 2022 be accepted.***

Old Business:

- III. Accreditation Work Groups Update and Timeline
 - a) Zoom Webinar Town Hall being held in Kreider Hall on March 14, 2023 at 12:20 p.m.

- b) March 27, 2023 the visiting team will have a meeting with Dr. Corner and Dr. Ritterbrown and relay their preliminary findings and what the core inquiries are going to be.
- c) Official site visit will happen in September 2023.

IV. Enrollment Update

- a) Spring 2023: Latest numbers show we are only down 0.3% in credit FTES from Spring 2022.

New Business:

V. Student Fees Owed / Registration Blocks Do To Fees

- a) Amir Nour recently ran the report and overall the numbers seem to be lower which should be positive news.
- b) In the past students essentially could not pay for classes without there being any consequences. We have now implemented registration blocks for the next semester which would block a student from registering if there is a negative balance on their fees.

VI. Planning Items in Budget Calendar

- a) Two new items on the Budget Calendar:
 - i. May 16, 2023: Review of Mission, Strategic Planning Annual Goals & Instructional Priorities, and Institutional Planning.
 - ii. September 26, 2023: Reporting of Final Decisions on Resource Requests.
 - 1. In the past it was very difficult for Departments who submitted resource requests to get any planning done because they were never made aware of the result of the request they submitted.
 - 2. Now that a permanent date has been added to the Budget Calendar for the reporting out of final decisions for resource request, the logistics will be worked out on how the information will be shared.

VII. Preparing for New ACCJC Standards

- a) Planned Timeline for Alignment
 - i. Approximately every ten years our Accrediting Commission does a revision of the Accreditation Standards that all Community Colleges are held accountable for.
 - ii. For the past two years, a Standards Review committee has been working to revise the new Accreditation Standards, and those standards are going through their second review and final approval in June 2023.
 - iii. In anticipation of the new standards, the Program Review forms will have to change. Over the next few months, Program Review will be reaching out to different managers and coordinators to get input on how the new standards relate to their areas and what questions would be appropriate to include on the form.
- b) Review of all Board Policies and Administrative Regulations
 - i. It was requested that when Board Policies and Administrative Regulations are being reviewed that Daphne Dionisio also be able to review while the revision is happening so that the Accreditation Standard can be changed and to ensure that the language in the Board Policy or Administrative Regulation is in alignment with the new Accreditation Standard.

- c) Revising Mission Statement to meet new standards
 - i. A taskforce has been created to revise the Mission Statement for Glendale Community College so that it meets the new standard.
 - ii. The new standard requires that we define our character, define our student demographics, define our structure, and explicitly discuss our commitment to creating equitable learning outcomes.
 - iii. The taskforce has worked over the winter and established our values.
 - iv. At the beginning of April 2023 an invitation will be sent out to comment on the Mission and the revisions so that we can receive participation and feedback.
 - v. At the end of May/beginning of June 2023, the revision will be moved forward to the various groups.

- VIII. 2022 Program Review Informing Institutional Planning
 - a) There is an Accreditation Standard that says that information from program reviews are used to inform institutional decision making and planning.
 - b) In order to meet this standard, Program Review will once again be asking Vice-Presidents to look at the Program Reviews for the departments that report to them and distill some overarching trends or notable findings and share them at the next Strategic Planning Meeting (being held on Friday, May 5, 2023)

- IX. Spring IPCC Meetings – Remote, In-Person or Hyflex
 - a) The committee discussed which mode would be the preferred way of meeting for Spring 2023.
 - i. There are too many issues with Hy-Flex
 - ii. Hy-Flex is the least effective of the options.
 - iii. In-person has historically caused attendance issues / lack of quorum.
 - iv. Online meetings are easier for people to attend, especially those who work at the Garfield Campus.
 - v. Online meetings are more efficient.
 - b) The consensus was that the IPCC meetings continue to be held online through spring 2023.

Meeting Adjourned at: 1:05 p.m.
Next Meeting: April 10, 2023
Minutes Recorded by: G. Lui