

INSTITUTIONAL PLANNING COORDINATION COMMITTEE

MEETING MINUTES

October 12, 2020

Zoom Conference

Present: Edward Karpp (Chair), Andrea Barry (ASGCC), Ramona Barrio-Sotillo (Administration), Maria Czech (Joint Faculty), Roger Dickes (Senate), Daphne Dionisio (Manager/Confidential), Terry Flexser (CSEA), Emily Haraldson (Guild), Lara Kartalian (Resource), Beth Kronbeck (Other Faculty), Arnold Lev (ASGCC), Melissa Malandrakis (Resource), Kevin Meza (Resource), Narbeh Nazari (CSEA), Alfred Ramirez (Administration), Michael Ritterbrown (Administration), Francien Rohrbacher (Other Faculty), Paul Schlossman (Administration), Tobin Sparfeld (Joint Faculty), Tom Voden (Resource)

Absent: Anthony Culpepper (Administration), Calvin Madlock (Admin), David Yamamoto (Resource), Yvette Ybarra (Other Faculty)

Guest: Stacy Jazan

Quorum: 15/18

**Call to Order:** The meeting was called to order by Ed Karpp at approximately 12:30 p.m.

- I. Approval of Minutes
  - a. The minutes from September 14, 2020 were reviewed.
    - ***It was MSC (Kronbeck/Dionisio) that the Minutes from September 14, 2020 be approved without corrections.***
  
- II. Review of Subcommittee Minutes
  - a. Master Planning – Team A
    - i. No Minutes to Review
  
  - a. Program Review
    - i. The Unadopted Minutes from September 15, 2020 were reviewed.
      1. Due to the events of this year the new deadline for submitting Program Review is December 1, 2020.
        - ***It was MSC (Dionisio/Barrio-Sotillo) that the Unadopted Minutes from the September 15, 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. Received official email from the ACCJC that the Midterm Report has been received.
  - b. This will be the last communication until 2023 when we have our full Accreditation.
  - c. This has been completed and can be removed from the Agenda.

- IV. Gap Analysis and Timeline for Accreditation Self-Evaluation Report [**ACCJC Standard I.B.4, I.B.7, I.B.9, I.C.12**]
  - a. Gap Analysis Deadline is December 1, 2020
  - b. CSEA will be included as Co-Chairs when reviewing the standards.
  - c. Spring 2021: Workgroups will get together to collect evidence and write the report stating where we meet the standards and provide evidence on how we meet the standards.
  - d. Spring 2023: Everything needs to be completed by spring 2023. We want to have the draft of the Institutional Self Evaluation report completed by December 2022.
  - e. Board approval in June/July 2023.
  - f. Will be submitted in September 2023.
  - g. Site visit will occur in October 2023.
  
- V. Enrollment Update
  - a. We are down almost 6% for credit enrollment for fall.
  - b. The big enrollment jump from summer has been cancelled out by the fall decline.
  - c. Hold Harmless for New funding formula has been extended to 2023.
  - d. Chancellor's Office memo says that we can state that we have been impacted due to an emergency.
  
- VI. 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. Team B is taking some ideas mentioned in IPCC to the November 2020 Team A meeting.
  - b. We will review which items from the IMP can be incorporated or changed based on the things that have happened this past spring.
  
- VII. Master Planning External Speaker Series
  - a. No update

**New Business:**

- VIII. ACCJC Standard I Gap Analysis Response [**ACCJC Standard I.B.4, I.B.7, I.B.9, I.C.12**]
  - a. Gap Analysis form was sent out by Beth Kronbeck.
  - b. The following needs to be answered: Does it meet the standard, partially meet, or not meet the standard?
    - i. The person in receipt needs to provide evidence for this.
  - c. Standard I is primarily the responsibility of IPCC and planning groups.
  - d. Reviewed and solicited feedback from committee members.
  
- IX. Meeting Date for November 2020
  - a. The next IPCC meeting falls on Veteran's Day.
  - b. The members of the committee discussed whether or not to reschedule the meeting.
  - c. The November meeting will be skipped
  - d. Next meeting will be on December 14, 2020

Meeting Adjourned at: 1:15 PM  
Next Meeting: December 14, 2020  
Minutes Recorded by: G. Lui