

INSTITUTIONAL PLANNING COORDINATION COMMITTEE

MEETING MINUTES

May 8, 2023

Zoom Conference

Present: Edward Karpp (Chair), Ramona Barrio-Sotillo (Administration), Maria Czech (Joint Faculty), Daphne Dionisio (Manager/Confidential), Terry Flexser (CSEA), Stacy Jazan (Other Faculty), Calvin Madlock (Admin), Krista Raimondo (Resource), Alfred Ramirez (Administration), Francien Rohrbacher (Other Faculty), Paul Schlossman (Administration), Irina Shumakova (CSEA), Tobin Sparfeld (Joint Faculty)

Absent: Roger Dickes (Senate), Brittany Grice (Resource), Emily Haraldson (Guild), Ani Harutyunyan (ASGCC), Tiffany Ingle (Resource), Melissa Malandrakis (Resource), Yervand Matervosian (ASGCC), Kevin Meza (Resource), Amir Nour (Administration), Michael Ritterbrown (Administration), David Yamamoto (Resource), Yvette Ybarra (Other Faculty)

Guest: Sangita Dube

Quorum: 11/17

Call to Order: The meeting was called to order by Ed Karpp at approximately 2:17 p.m.

- I. Approval of Minutes
 - a) The minutes from April 10, 2023 were reviewed.
 - ***It was MSC (Dionisio/Schlossman) to approve the Minutes from the April 10, 2023 IPCC Meeting.***
- II. Review of Subcommittee Minutes
 - a. Strategic Planning – Team A
 - i. No Minutes to Report
 - b. Program Review
 - i. No Minutes to Report

Old Business:

- III. Accreditation Work Groups Update and Timeline
 - a) The updated timeline was reviewed.
- IV. Enrollment Update
 - a) Summer 2023 currently up 4.5% in credit compared to a year ago.
 - b) Spring 2023 down 0.4% compared to Spring 2022. Basically flat from previous spring.
 - c) Noncredit for Spring 2023 – Up 34%.
 - d) Priority Registration for fall begins 5/15/23.

New Business:

- V. Mission, Vision, Values Revision
 - a) Reviewed the document which was previously provided to Team A.
 - b) Team A needed to approve the revised changes which outlines the questions we need to ask when we are undergoing the revision of our Mission Statements.
 - c) Sections highlighted in yellow were the changes that were approved. Changes had to be made to the questions because the criteria for the mission statements have changed due to the new Standards which will be official in June 2023.

- VI. Enrollment Management Plan
 - a) One of the main core inquiries was the fiscal issues.
 - i. #1 on the list of things they wanted to see was a detailed Enrollment Management Plan tying what we do to improving enrollment, persistence, etc with our Fiscal Situation.
 - ii. Dr. Ritterbrown has developed an outline for an Enrollment Management Plan. A presentation is scheduled for Friday, May 19, 2023 at 2:00 p.m. over Zoom.

- VII. Institution-Set Standards
 - a) Presented at the May 5, 2023 Team A Meeting.
 - b) IPCC Reviewed the Institution-Set Standards which were approved at the May 4, 2023 Senate meeting.
 - c) Task Force had to be formed to address falling behind our Retention Institution-Set Standard, which we fell below even after we had previously lowered it.
 - i. Task force has decided that because this is an optional metric to report this to the ACCJC, we we would not report out on Retention, but we would follow through with the plan we have already set in motion until enrollment stabilizes.
 - ii. Additionally, because of the drop in enrollment, it would be more meaningful to set Institution-Set standards to percentages instead of head count. Everything was converted to percentages so we will again be reporting out to ACCJC using percentages.
 - d) Proposed new standards and stretch goals for the standards we have to report out on.
 - i. Course Completion Rate – inched it up 1% as we have been at our stretch goal.
 - ii. Retention Rate – Not going to officially report out on it.
 - iii. Degree Completion – Standard 9.5%, Stretch Goal 15%
 - iv. Transfers – Standard 40%, Stretch goal 45%
 - v. Certificate Completion – Standard 2.5%, Stretch Goal 5%

Meeting Adjourned at: 12:40 p.m.

Next Meeting: TBD

Minutes Recorded by: G. Lui