

INSTITUTIONAL PLANNING COORDINATION COMMITTEE

MEETING MINUTES

September 11, 2023

Zoom Conference

Present: Edward Karpp (Chair), Maria Czech (Joint Faculty), Daphne Dionisio (Manager/Confidential), Moses Fanadzhyan (ASGCC), Terry Flexser (CSEA), Brittany Grice (Administration), Cameron Hastings (Senate), Stacy Jazan (Other Faculty), Richard Kamei (Guild), Krista Raimondo (Resource), Alfred Ramirez (Administration), Angelina Ruvalcaba (ASGCC), Paul Schlossman (Administration), Irina Shumakova (CSEA)

Absent: Ramona Barrio-Sotillo (Administration), Tiffany Ingle (Resource), Lauren Lampietti (Admin), Melissa Malandrakis (Resource), Kevin Meza (Resource), Amir Nour (Administration), Michael Ritterbrown (Administration), Francien Rohrbacher (Other Faculty), Tobin Sparfeld (Joint Faculty), David Yamamoto (Resource), Yvette Ybarra (Other Faculty)

Guest:

Quorum: 12/17

**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 8, 2023 were reviewed.
    - ***It was MSC (Ramirez/Dionisio/Abstain – Kamei/Hastings) to approve the Minutes from the May 8, 2023 IPCC Meeting.***
- II. Review of Subcommittee Minutes
  - a. Strategic Planning – Team A
    - i. The Undadoted Minutes from May 5, 2023 were reviewed.
      - ***It was MSC (Dionisio/Czech) to accept the Minutes from the May 5, 2023 Team A Meeting.***
  - b. Program Review
    - i. The Unadopted Minutes from May 16, 2023 were reviewed.
      - ***It was MSC (Dionisio/Jazan) to accept the Minutes from the May 16, 2023 Program Review Meeting.***

**Old Business:**

- III. Accreditation Work Groups Update and Timeline
  - a) 2023 we are going through our Accreditation Evaluation.
  - b) Peer Review team is scheduled for an on-site visit, September 26-27, 2023, to gather more information on our two core inquiry areas.
  - c) The site visit schedule was reviewed.

- d) The 2 core inquiries were reviewed.
  - i. Core Inquiry 1: Focuses on college's fiscal stability.
  - ii. Core Inquiry 2: Commends the college for exceeding standards regarding interdisciplinary and innovative collaboration aimed at increasing student success and decreasing equity gaps.
- IV. Enrollment Update
  - a) Currently up 12.6% FTES for Credit from last year.
  - b) Non-Credit is currently showing we are up to 80% from last fall.
- V. Enrollment Management Plan
  - a) A document requested by the ACCJC as part of Core Inquiry 1 asked us to show what our detailed Enrollment Management plan was.
  - b) We didn't have a written plan earlier in the year, so Dr. Ritterbrown took the initiative to create a plan which provides details on program level, enrollment, as well as strategies we plan to use to improve enrollment and equitable teaching methods.
  - c) The Enrollment Management Plan is not finalized yet but will be sent to the ACCJC very soon and Dr. Ritterbrown will be interviewed about the contents of the document.

**New Business:**

- VI. College Mission Statement
  - a) The Draft of the College Mission Statement was reviewed with the committee.
  - b) Stacy Jazan provided background.
    - i. Mission Values, and Vision Statements developed over 9 meetings over winter / spring 2023.
    - ii. ACCJC revised all of their standards and we had to think about how we would revise our mission statement to be in compliance with the new standards.
  - c) There are five criteria that must be laid out in the Mission Statement which include:
    - i. Character
    - ii. Values
    - iii. Organizational Structure
    - iv. Unique Student Demographics
    - v. An explicit commitment to assure equitable educational opportunities and outcomes for all
  - d) Campus wide representation was included in the task force for this revision.
    - i. Two rounds of input via surveys included input from Classified Staff, Counselors, and Students.
    - ii. Targeted input and/or in-person contact with student group feedback was included.
  - e) The draft of the Mission, Values, and Vision Statements is currently being sent to the standing committees for feedback.
  - f) This is being presented to IPCC today as a first reading. We will review again next month for a vote to approve.
- VII. Strategic Planning for the new ISP
  - a) The Institutional Strategic Plan sets the college's goals and strategies with key performance indicators and assignments of who is responsible and timelines for completion.

b) It is time to revise the ISP as the current one expires in 2025.

VIII. Election of IPCC Chair for 2023 – 2024

a) Suggestion that Ed Karpp and Daphne Dionisio co-Chair IPCC for 2023 – 2024

➤ ***It was MSC (Schlossman/Kamei) to elect Dr. Karpp and Dr. Dionisio as co-Chairs of the IPCC Committee for 2023-2024.***

IX. Review of IPCC Mission Statement

a) The IPCC Mission Statement was reviewed.

b) It was recommended that equity be included in the mission statement.

➤ ***It was MSC (Dionisio/Grice) to accept the updated IPCC Mission Statement which will read:***

*The IPCC models and 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), a commitment to equitable educational opportunities and outcomes, accreditation standards, federal and state regulations, and community input as guiding principles for assessing institutional effectiveness.*

*Adopted 09/11/23*

Meeting Adjourned at: 1:30 p.m.

Next Meeting: 10/9/2023

Minutes Recorded by: G. Lui