Integrated Planning Committee
Meeting Minutes
Thursday, October 10, 2019 12:20 pm – 1:30pm, RM 451 A/B

Co-Chairs: Kuni Hay, VP of Instruction and Stacey Shears, VP of Student Services

Required Membership: (Attended = marked with an "X")

X Susan Truong/Gabriel Martinez, Counseling Faculty chair or designee	☐ Ari Krupnick, Curriculum Committee Chair
☐ Joshua Boatright, Library Rep	X Pieter de Haan, Planning for Institutional Effectiveness (PIE) chair or designee
X Gail Pendleton, Assessment and Orientation Coordinator	X Felicia Bridges, Classified Senate President/Representative
☐ Ramona Butler, EOPS/CARE Coordinator	☐ Jennifer Lenahan, Classified Senate Representative
☐ Brenda Johnson, Dean Student Support Services/Special Programs Rep	X Kelly Pernell, Academic Senate President or designee
X Martin De Muchas Flores, Associate Dean-Learning Community Designee	X Kuni Hay, Vice President of Instruction
☐ Susan Khan, Professional Development Chair	X Stacey Shears, Vice President of Student Services
☐ Jennie Braman, Teaching and Learning Center Coordinator or designee	☐ Lisa Cook, Dean of Instruction
☐ Dr. Elissa Jaw, DSP& S Coordinator/Counselor	X Shirley Slaughter, Finance Rep
☐ Max Fincke, Associated Students President or designee	
☐ Mary Clarke-Miller, Department Chair or designee	
☐ Andrea Williams, Transfer & Career Info. Center Coordinator	
X Joseph Bielanski, Curriculum Committee Designee/Articulation Officer	

Ex-officio: ☒ Phoumy Sayavong, Researcher   **Guests:**

Agenda Item	Discussion	Follow-up Action	Decisions (Shared Agreement/Resolved or Unresolved?)
Meeting called to order	12:20pm		
I. Preview Agenda	Review agenda; no additions. Handout given was; BCC 2021 of ACCJC Institutional Self-Evaluation Report Preparation Plan (DRAFT).		
II. APU Check in, APU Validation Tool review and APU Validation Assignments	Check-ins for APU's; they are in progress and close to being completed. Phoumy presented the Program Review Validation Form; online APU Module. An example of the priority requests and an overview of the tool and the sections were demonstrated. A question was posed, is this the same as last years. Phoumy showed what we did last year and went over the changes with this year's tool.		Approved

	If you received any funding there is a section to outline that. It also allows for you to add more action plans and resource requests. In last year's validation there was a separate section for validator to provide comment, so instead of another section, you can put all your comments next to it. So everything is now on one page. For the assessment section, there wasn't time last time to complete, but we have time now to complete it. The validation tool says if the validations are completed on time, can we say they are completed as planned instead? The group concurred to go ahead and state it that way. You can specify where the goals came from so please make that notation. Any other recommended edits to this please let Kuni and Stacey know. October 25th is when the APU's are due to submit. The timeline will get sent out by VPI Hay. A Google drive will also be created for this and an update on the membership on it with the new changes.		
III. Accreditation ISER updates: Steering Committee Structure (Faculty ALO, Steering team, Evidence team) Timeline, Process, Role of IPC	Reviewed the BCC Steering Committee Structure for the ISER 2021 Preparation. This document will guide us on what we should be doing and focusing on. The Steering Committee is scheduled to meet every other Monday opposite of Roundtable during college hour. For the fall semester, we will be creating a bullet point outline for the evidence team of each question and statement for the fall and in the spring we will start writing. The evidence team consist of Phoumy, Felicia, Jeejun, Kuni, Charlotte and Cynthia. The evidence team will provide guidance through this. The IPC Role was approved on 9/12/19 when it was looked at, it was then taken to the Roundtable and it was approved there on 9/23/19.		
IV. Announcement	As a result of the PBIM retreat, it was asked that we are sharing info with each other more often. The members of this groups that are members on other committees will be asked to share updates at this committees such as assessment committee, student services council, the senates, CE, technology, facilities, etc. We will have a report out area of the participatory committees only.		
Meeting adjourned	1:35pm		
Next Meeting:	Thursday, October 24, 2019		

Minutes taken by: Jasmine Martinez, Staff Assistant/VPSS