

**Glendale Community College
Institutional Planning Coordination Committee**

September 10, 2012 - 12:15 p.m. in AD121

Present: Ed Karpp, Deborah Kinley, Jill Lewis, Sarah McLemore, Margaret Mansour, Mary Mirch, Ron Nakasone, Rick Perez, Alfred Ramirez, Isabelle Saber, Mike Scott, Monette Tiernan, Donna Voogt, David Yamamoto, Hoover Zariani

Absent: Saodat Aziskhanova, Yvette Ybarra

Resource/ Kathy Bakhit, Jim Riggs
Guests:

CALL TO ORDER

Ed Karpp called the meeting to order at 12:16 p.m.

1. APPROVAL OF MINUTES

- **MSC (McLemore/Tiernan)** to accept the minutes of the August 27, 2012 meeting with corrections.

OLD BUSINESS

2. ACCJC Mid-Term Report Due March 15, 2013

Rec. 1 Ed reworked and the pyramid diagram.

Rec. 2 Mary turned in a response to our "proficiency level ". Ed will add the results from the spring 2012 Student Survey. Alice explained that she had used PFE funds to study whether students were told what SLOs were. The study was also done with the ASGCC and a follow-up was done at the end of the semester. Ed explained that he conducts an annual survey asking students if they understand what the anticipated outcomes are for their courses.

Rec. 3 Rick reported that he and Michelle Mora have taken care of the items needed to comply with the publishing of all major policies affecting students.

Rec. 5 Ed stated that he would work with Donna on the response to regarding EEO issues.

Rec. 7 Ron reported that the server room issues have been addressed and that a new IT consultant would be evaluating IT staffing issues. He will provide updates on new progress.

Ed and Mary have outlined the 274 self-identified issues and separated them into categories. Additionally, Ed has created a link to his Google spreadsheet showing the progress on these items.

Ed explained that the target for finalized drafts is December.

SLO Status

Yvette and David have developed a new document for SLO/PLO/ILO reporting and have a new "hosted form" for all new assessments. A system is in place to record data and use it in real time.

3 Annual Evaluation of Program Review, Resource Allocation and Planning

Jill will be working on a year-end summary for Program Review.

4. Timing of Annual Program Review Process – CHAC Timeline

Jill reported that program review reports will be distributed to instructional and student services programs in the next two weeks. Changes to the timeline for IHAC requests were discussed. The IHAC process will be extended to early spring which will allow divisions to have the most up-to-date information to use to support their requests prior to the IHAC committee receiving the requests in April. Prioritization will take place in the fall. The CHAC process still needs a timeline and the CHAC committee may choose to make changes to the CHAC form. Jill will work with Donna for more definition of the process and timeline.

5. Standardized Terminology for Plans

Ed reported that there are no updates.

6. Planning Booklet/Mini-Planning Handbook

Ed reported that the Handbook was about 8 pages including the history of the process, annual goals, etc.

7. Program Review and Administrative Reorganizations

Individual requests can still be handled as a resource request or CHAC form. The reorganization should be defined, such as: is the request for an employee upgrade, more hours or a new position? An organization chart for the area should be included with such a request along with an explanation of the current organization, what is needed, and if the request is to fill a “vacancy”, or due to a change in process or other rationale.

A simple process could involve requests going to the V.P, and then to the appropriate standing committee and then to budget. A proposal should be submitted to IPCC. It was suggested that CHAC submit something and Ed may put something together also.

ADJOURNMENT

The meeting was adjourned at 1:12 p.m.

The next meeting will be on October 8, 2012

Submitted by Jill Lewis