

**Glendale Community College  
Institutional Planning Coordination Committee**

**MINUTES**

**October 11, 2010 - 12:15 pm in AD121**

Present: Saodat Aziskhanova, Jill Lewis, Mike Scott, Mary Mirch, Margaret Mansour, Alice Mecom, Ron Nakasone, Arnel Pascua, Rick Perez, Monette Tiernan, Ramona Barrio-Sotillo, Vicki Nicholson, Alfred Ramirez, Hoover Zariani, Armond Aivazyan, Ana Boghazian

Absent: Karen Holden-Ferkich, Ed Karpp

Guests: John Queen

**CALL TO ORDER**

The meeting was called to order at 12:25 p.m.

**1. APPROVAL OF MINUTES**

- MSC (Mirch/Aivazyan) to accept the minutes of the October 4, 2010 meeting with corrections.

**2. CONTINUED REVIEW OF DRAFT DOCUMENT (Dated 10.4.2010)**

**Recommendation 2:**

Line 626: Resolution: it was agreed that the language of this recommendation is “what we aspire to in 2012” and is not a reality for GCC at this time.

Alice explained that we now have a system in place to establish SLO data as a source for decision-making. SLOACs are one component incorporated into resource allocation. We are currently “partially using” this data and full implementation is part of our new integrated planning process (Flow Chart as evidence). Programs that do not respond to SLO data will not be participating in the budgeting process. Senate Exec. is working on the issue of how to handle SLO data that is weak or non-existent.

The new 2010 program review document has added a question regarding how assessment of student learning outcomes has led to course or program improvements? This has also become a key component of the resource request document.

We will continue to focus on our theme of evaluating all of our processes and outcomes. The new program review Resource Request Validation Form will serve as evidence of linking student learning to resource allocation.

Evidence: Our “update” report for the April visiting team will need to include updates to: 2-5: SLO RT positions, 2-6: Elumen pilot group, and 2-7: Completed SLOAC percentages.

eLumen: Alice will provide an update at each meeting regarding implementation progress for instructional and student service programs.

**Discussion**

Jill and John will be presenting a Town Hall meeting on October 20 and will announce visibility of the “Drafts”. Jill will have the drafts available online prior to the meeting. All comments on the drafts will go to Ed.

The committee also needs to look at the Evidence for each recommendation and decide on a format for naming them. Some items are plans and others are minutes, notes, agendas, etc. Proper names for each document and hyperlinks should reflect the method used in the self study document, but processes must be formally outlined or cited in another document. All rewrites are due to Jill prior to next Monday's meeting.

**Recommendation 3:**

Rick's new draft was reviewed and some minor changes were made. Rick to re-submit with changes.

**Recommendation 5:**

Vicki brought revisions; however, more information will be coming. John asked if the EEO Committee was involved in discussions regarding this recommendation. Changes were made to the format. It was agreed that the language needs to reflect that this is done. The recommendation was primarily related to the discrepancy in the self study document only. Evidence should include all publications. Hoover suggested this should be in the Resolution section also.

It was also recommended that the website "alpha list" should include all evidence documents.

**Recommendation 1:**

Jill and Mike will get together with Ed when he returns next week to make changes based on the highlighted version from last week.

**Recommendation 6:**

Arnel shared his revisions and some small corrections were made.

**Notes:**

All writers should use only titles and not names in the document.

We need to look at the Team Evaluation Report and check to see that all of the student policies listed as "missing" are now present in applicable student publications. Hoover pointed out that we also need to be specific about policies (student policies vs. board policies, or other...)

Old and New Board Policies and confusion on the website was discussed. The rule seems to be that if a policy has not been revised since 1979, it is considered an "old policy".

Mary suggested that we watch all references to dates in the document. December will be the final draft. It will be the responsibility of each writer to update their drafts to reflect all progress. Any changes after the first of the year will need to be saved for the "Update" to the Follow-up Report to be given to the visiting team in April.

Jill and Monette will take responsibility for editing according to ACCJC guidelines.

**ADJOURNMENT**

The meeting was adjourned at 1:30 p.m.

*Submitted by Jill Lewis*