

**Glendale Community College
Institutional Planning Coordination Committee**

September 9, 2013 - 12:15 p.m. in AD121

Present: Saodat Aziskhanova, Ed Karpp, Richard Kamei, Deborah Kinley, Jill Lewis, Rick Perez, Isabelle Saber, Ron Nakasone, Alfred Ramirez, Mike Scott, Donna Voogt, David Yamamoto, Hoover Zariani, Hailey Carlson, Tadeh Gharib

Absent: Mary Mirch, Yvette Ybarra

Resource/ Guests: Kathy Bakhit, Michael Ritterbrown

CALL TO ORDER

Ed Karpp called the meeting to order at 12:17 p.m.

1. APPROVAL OF MINUTES

- **MSC (Saber/Zariani)** to accept the minutes of the August 12, 2013 meeting with corrections.

OLD BUSINESS

2. Accreditation Follow-Up Report Due March 15, 2014

October 15 is the deadline for draft submittals for the 2014 Follow-Up report. Ed asked David to provide an updated SLO report for the next meeting.

3. Possible Limitations on New Programs from Divisions Not in Good Standing on SLOs/PLOs/Program Review

Ed, Jill and Isabelle met in the summer and developed a proposal for prospective language to:

AR 4000 – Mutual Gains Document, with prospective language as follows:

New courses may only be proposed by divisions for which 100% of courses and programs are on a regular learning outcomes assessment cycle, and for which completed program review documents were submitted during the most recent program review cycle.

Discussion ensued regarding division or department and the ramifications for multi-program divisions versus single program divisions. We know that we must reach 100% SLO/PLO compliance, however, at the current time we only have 74% of courses and 19% of programs with completed assessments. Linking 100% assessments or “no resources” at the division level has more ramifications than focusing on program level. Kathy outlined situations where articulation agreements could be in place and that divisions reviewing programs and assessing SLOs and PLOs is part of the commitment. She suggested that the issue should be taken to C&I and that it could be put on the agenda for this week.

- **MSC (Zariani/Ramirez)** to accept the highlighted language for AR4000 “as is” and forward the matter to the Senate ASAP.

As a subcommittee of the Senate, C&I could discuss the matter at their meeting on Sept. 11 and perhaps be able to reword the language as appropriate. Mike will then take the matter to the Senate. Donna asked that we “revisit” this policy at our next meeting. Additionally, if program review reporting is not completed, no resource requests could be moved forward.

AR 6200 – The District Budget, with proposed revisions as follows:

Additional funds for new courses/programs shall be approved by the Budget Committee:
and

New courses/programs necessitating additional funds shall be approved by the Budget Committee. This requirement also applies to grant-funded projects that may depend on General Funds after the completion of the grant.

It was agreed that the committee will revisit this matter at a later date. It was also pointed out that all new courses go to C&I. An additional statement was developed:

Funding approval is contingent upon 100% compliance with SLO & PLO assessments a and program review completion.

- **MSC (Zariani/Nakasone)** to approve the amendments to AR6200 as detailed.

Mike will take this to the Senate ASAP. Kathy will add it as an agenda item for C&I which meets this week. Mike will also take this to the Senate. Donna asked that we review this matter again.

4. Garfield Master Plan

Alfred was asked to complete a master plan for Garfield. He met with multiple constituents and to develop a mission statement and also received proposals. A draft document has been completed and a second read will take place with Team A in May 2014. The EMP is also going through revision this year.

5. Institutional Effectiveness Report 2012-2013

Ed explained how we compare to statewide averages and how we can use this report for accreditation purposes. The report now includes ESL111, which gives us 17% (on an ESL scorecard measurement). If we eliminate ESL111 we can reach 34%.

6. Planning Handbook 2013-2014

Ed outlined procedure changes in the document which were marked in yellow. He also explained how the process for revising the EMP needs to be approved. Currently, plan review is not working very well. We have a process for approving plans. Ed asked the committee to review these changes.

7. Annual Review of Planning, Program Review and Resource Request Allocation for 2012-2013

Ed outlined procedure changes in the document which were marked in yellow. He also asked everyone to review the changes for future discussion.

8. IPCC Mission Statement (Annual Review)

Ed asked members to review the missions statement for discussion at our next meeting.

9. IPCC Chair for 2013-2014

- **MSC (Zariani/Aziskhanova)** to reaffirm Ed Karpp as IPCC Chair.

ADJOURNMENT

The meeting was adjourned at 1:16 p.m.

Submitted by Jill Lewis