

**Glendale Community College
Institutional Planning Coordination Committee**

MINUTES

March 21, 2011 - 12:15 p.m. in AD121

Present: Trudi Abram, Ramona Barrio-Sotillo, Ed Karpp, Jill Lewis, Mary Mirch, Ron Nakasone, Vicki Nicholson, Rick Perez, John Queen, Mike Scott, Alfred Ramirez, Monette Tiernan, Shazie Senen

Guest: Dawn Lindsay

Absent: Saodat Aziskhanova, Karen Holden-Ferkich, Margaret Mansour, Alice Mecom, Hoover Zariani, Ilia Borisov

CALL TO ORDER

Ed Karpp called the meeting to order at 12:23 p.m.

1. APPROVAL OF MINUTES

- **MSC (Queen/Scott)** to accept the minutes of the March 14, 2011 meeting, with corrections.

2. OLD BUSINESS

Improvements for Sustaining Integrated Planning, Program Review and Resource Allocation

Ed distributed a process improvement handout (dated 3/15/11) with issues and plans for improvement. In order to eliminate duplicate resource requests through Track A and B (program review and plans) should be integrated. A list should be developed of all campus plans to determine areas of overlap with programs reporting through the program review process. Mike objected to the term "adjunct FTEF" stating that FTEF is not separated into full-time and adjunct. Repeat requests should not be "rolled-over to the following year and it was agreed that this should be added to the next accreditation update for the visiting team's site visit.

3. NEW BUSINESS

Items for Accreditation Visit Update Sheet

It was agreed that the update for Recommendation 1 should be arranged in "a to h" order to follow the recommendation language. Jill reported that Val Dantzler had forwarded and updated HR Evaluation Summary and that the numbers are up slightly. It was discussed that evaluation is not the issue, but that tracking and providing a schedule is the primary issue. Problems associated with adjunct evaluations are primarily due to the contract language that this occur every fifth semester. Many adjuncts don't teach five successive semesters and this creates more difficulty for tracking and scheduling. A new tool for adjunct evaluations is being looked at by HR. Adding a "meets or exceeds" criteria to the evaluation to match the full-time evaluation template is being discussed. John reported that the EEO Faculty Diversity Internship program would be starting soon.

Standard Template for Plans

It was agreed that using “best practices” in the development and revision of plans and getting Campus Exec. involved in outlining the mandatory items that plans should include would be helpful. Any ideas for a new template for plans could also be forwarded to all plan managers for their comments. Other issues include appropriate content, timelines, dates of revisions and who authored the plan.

ADJOURNMENT

The evaluation team will be using our meeting room on April 4. Jill will ask the team if they are interested in meeting with the committee as a group. Meeting weekly was discussed. It was decided that the committee will resume our every other week schedule for the second and fourth Mondays of the month after the site visit.

The meeting was adjourned at 1:28 p.m.

Submitted by Jill Lewis