

**Glendale Community College
Institutional Planning Coordination Committee**

MINUTES

May 23, 2011 - 12:15 p.m. in AD121

Present: Trudi Abram, Ramona Barrio-Sotillo, Ed Karpp, Jill Lewis, Alice Mecom, Margaret Mansour, Ron Nakasone, Vicki Nicholson, Rick Perez, John Queen, Alfred Ramirez, Mike Scott, Monette Tiernan, Hoover Zariani, Ilia Borisov, Shazie Senen

Absent: Saodat Aziskhanova, Karen Holden-Ferkich, Mary Mirch

Guests: Dawn Lindsay, Sarah McLemore

CALL TO ORDER

Ed Karpp called the meeting to order at 12:21 p.m.

1. APPROVAL OF MINUTES

- **MSC (Scott/Tiernan)** to accept the minutes of the May 9 meeting.

2. OLD BUSINESS

Follow-Up Report-Commission Meeting in June

The correction of factual errors for the Follow-Up Report was submitted. Dawn will visit the ACCJC's semi-annual meeting the week of June 6 to outline our continued progress with integrated planning since our team visit in April.

Annual Report

The report will be an evaluation of the integrated planning process, and include self-evaluations of program review and resource allocation (accomplishments, strengths and weaknesses), the Program Review Annual Report, Integrated Planning Model Progress Report and recommendations for improvement of the 2011-2012 cycle.

The Committee will meet on Monday, June 6 in order to discuss items included in the annual report that may be of significance for Dawn's presentation to the commission. Alice and Sarah will bring data regarding common finals and Jill will follow-Up with the results of how Academic Affairs prioritized resource requests forwarded by program review.

Updated Planning Handbook

Ed outlines the areas of changes and Darla Cooper's request to clarify objectives. Three objectives were added to page 17: the process should be transparent, the process should be fair and that the process will be well understood. Plan Review and the Budget Reallocation Task Force were added to the flow chart.

- **MSC (Queen/Mansour)** to accept the changes to the planning handbook.

SLOACs

Sarah discussed her role with the WASC Assessment Academy and development of an SLO assessment profile for the college. She and Alice are working on a strategy to meet the ACCJC SLO Rubric and identify assessments and their use for continuous improvements at the "Proficiency" level

by the fall 2012 deadline. Alice and the SLO Committee are also addressing comments from the evaluation team inquiring as to what we were doing to “fill in the gaps” for SLO compliance. Current assessments have been “mapped” and what challenges remain ahead of us are being discussed. Findings include:

Overall strategy for assessments

SLOs at GCC should be in eLumen by fall 2012

Method for quality assurance of SLOs to be developed by fall 2012

Role of SLOs and assessment data and how it will be used for improvement and how to ensure this use by fall 2012.

A cohesive strategy for the campus “level of comfort” and finding a way to negotiate these things.

John raised concerns regarding buy in and understanding of these issues. Sarah suggested that the QA of SLOs be “signed off” by the SLO Committee or by divisions or departments. Margaret clarified the need for QA to determine if the assessment is really measuring what the assessment set out to measure. John concurred the need for development of universal assessments. Sarah will consult her academy constituents regarding additional information on quality assurance of SLOs. Questions arose regarding how we would know if the data produced is meaningful and also preserving academic freedom. Ed raised concerns regarding the weaknesses of SLO assessment and the need to determine if data is really be used for program improvement. Rick suggested that we make a “preliminary assessment” of SLOs in fall 2011 in preparation for the fall 2012 deadline. This would be used for the March 2012 Follow-Up Report “snapshot of assessments”.

Administrative Regulation 3250 – Approval of college plans.

MSC (Queen/Ramirez) to accept AR 3250 as presented.

3. NEW BUSINESS

Assigning Resource Requests to Governance Committees

This year resource requests from program review were validated by the Program Review Committee and then forwarded to multiple committees such as RTEP and EM for rating/ranking/prioritization. All requests ended up with the Budget Committee and were distributed to the three standing committees and the 4C's as applicable. No direction was given as to how this would be done and each committee made their own decision regarding rating. It was determined that more information would be gathered and discussed at our next meeting.

ADJOURNMENT

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

The next meeting will be on May 23.

Submitted by Jill Lewis