

**Glendale Community College  
Institutional Planning Coordination Committee**

**MINUTES**

**June 6, 2011 - 12:15 p.m. in AD121**

Present: Trudi Abram, Saodat Aziskhanova, Ed Karpp, Jill Lewis, Alice Mecom, Ron Nakasone, Vicki Nicholson, John Queen, Alfred Ramirez, Monette Tiernan, Hoover Zariani, Ilia Borisov, Shazie Senen

Absent: Ramona Barrio-Sotillo, Karen Holden-Ferkich, Margaret Mansour, Mary Mirch, Rick Perez, Mike Scott

Guests: Dawn Lindsay

**CALL TO ORDER**

Ed Karpp called the meeting to order at 12:20 p.m.

**1. APPROVAL OF MINUTES**

- **MSC (Nicholson/Tiernan)** to accept the minutes of the May 23 meeting.

**2. OLD BUSINESS**

**Annual Report Evaluating Planning, Program Review and Resource Allocation**

The Annual Report for Program Review completed by Jill and Monette was presented with an added section: Examples of Program Review and SLO Assessments Leading to Improvement in Student Learning and Programs. The Annual Report for Program Review is part of the larger all inclusive Annual Report which additionally includes a Planning self-evaluation from Team B, Resource Allocation by Ron and the Integrated Planning Model from Ed. Dawn will take the document with her to the commission on June 9 for her presentation regarding our progress since the April visit.

Dawn asked the committee what they want her to say for her 5-10 minutes she is allowed to speak. John commented that we are really just one step away from completion of our first integrated planning cycle. Ron received ratings for the resource requests from the governance committees and even in a year when we are making cuts, \$350K was re-prioritized and set aside to fund the prioritized resource requests. Ron also explained that the Expanded Budget Committee will meet on July 26. Ed will develop a flowchart/timeline to include these actions. IT issues were discussed and Ron explained the we are investing in IT.

- **MSC (Abram/Ramirez)** to accept the Annual Report Evaluating Planning, Program Review and Resource Allocation.

Ed brought up the fact that the Planning Handbook does show the relationship between Planning and Program Review—the visiting team said that we had forgotten this. Ed stated that new language had been added to the Planning Handbook regarding the Integrated Planning Model and the EMP.

**Assigning Resource Requests to Governance Committees**

Ed showed the committee a list of the different types of resource requests and the different governance committees or prioritizing body that they were forwarded to this year. Requests for additional FTEF” were discussed. Some requests were ambiguous whether the request was for

division adjunct hours or for additional FTEF allocation. Requests of this type were forwarded to Enrollment Management this year. It was decided that this is not a suitable program review request, but is really a Dean/VP issue.

IT requests were another concern. Saodat stated that she did not think that the 4 C's should make these decisions. Alfred expressed concern that the 4C's might not look at "all aspects" of the request. Some items could be prioritized by the. Ron explained that not all IT requests went to the 4 C's, many were forwarded to the associated standing committee, with all requests ending up with the Budget Committee.

Ed presented a "Proposal for Revised Plan Review Process..." for discussion. The proposal would be to have a report on each plan annually. Plan goals would be reviewed each year in the fall and any resource requests would be submitted by the end of fall. Plan review and Program Review would become tandem processes.

## **ADJOURNMENT**

The meeting was adjourned at 1:27 p.m.  
The next meeting will be on June 27.

Future meeting dates for the summer: July 11 and 25, August 8 and 22.

*Submitted by Jill Lewis*