

**Glendale Community College
Institutional Planning Coordination Committee**

MINUTES

July 25, 2011 - 12:15 p.m. in AD121

Present: Trudi Abram, Ed Karpp, Jill Lewis, Alice Mecom, Mary Mirch, Ron Nakasone, Rick Perez, Alfred Ramirez, Isabelle Saber, Monette Tiernan

Absent: Saodat Aziskhanova, Val Dantzler, Margaret Mansour, Mike Scott, Hoover Zariani, Student Representatives

Guests: Dawn Lindsay

CALL TO ORDER

Ed Karpp called the meeting to order at 12:16 p.m.

1. APPROVAL OF MINUTES

- **MSC (Perez/Mecom)** to accept the minutes of the July 11, 2011 meeting with corrections.

2. OLD BUSINESS

Revised Plan Review Process

Ed shared a new document titled "Proposal for Revised Plan Review Process for 2011-2012 which creates parallel tracks for requests from plans and from program review. Administrators/committees would complete the plan review document including both self-assessment of progress and resource requests in the fall. Some areas are guided by plans but also submit a program review. Last year this created some confusion and duplication of requests. The proposal listed departments with potential "crossover" of associated plans and program review. The proposal outlined which track these areas would report (request resources) through.

Other scenarios were discussed and it became apparent that the college does not have processes to resolve filling vacancies and situations such as a facilities request form that was discussed in the budget workshop last week. It was suggested that Campus Development could be the reviewing agency for facilities requests. Needs outside of the cycle such as emergency replacements, "must do's", etc. were discussed. It was agreed that we need to establish a process instead of relying on temporary solutions as situations arise.

- **MSC (Abram/Tiernan)** to move forward and adopt the revised Plan Review Process. Rick will get back to the committee regarding adding the Student Services Plan to this list.

Follow-Up Report Due March 15, 2012

Ed shared the first draft of the document as a "Google Doc." which would be shared with the committee. All members will be able to view the latest changes. Some members will be providing updated information as assigned, but all members will be able to draft segments separately and add to the Google Doc. Ed explained that the focus of the report is to respond to each recommendation as well as the comments made by the team on their visit and in the team report. The commission has adopted a new format which is very straightforward. Ed entered the information outlining our completion of the integrated planning cycle for Rec. 1. This includes an updated version of the completion steps which Dawn presented to the commission during her June visit. Alice and Sarah will collaborate on a response to Rec. 2 on SLOACs. Ron will provide responses for Rec. 8: Safety of

the Servers and Rec. 9: GASB45. The committee discussed the need for a definitive plan with funding and a timeline in order to fully address this recommendation. Mary pointed out the commission has not created a “standard” for reporting out on this matter.

3. NEW BUSINESS

IPCC Evaluation of Planning, Program Review and Resource Allocation

We will work on the evaluation of our processes for 2010-2011 at the next meeting.

ADJOURNMENT

The meeting was adjourned at 1:15 p.m.

The next meeting will be on August 8

Submitted by Jill Lewis