

**Glendale Community College  
Institutional Planning Coordination Committee**

**MINUTES**

**August 22, 2011 - 12:15 p.m. in AD121**

Present: Trudi Abram, Saodat Aziskhanova, Ed Karpp, Jill Lewis, Alice Mecom,  
Mary Mirch, Ron Nakasone, Rick Perez, Isabelle Saber, Monette Tiernan,  
Absent: Val Dantzler, Margaret Mansour, Wayne Keller, Alfred Ramirez, Mike Scott, Hoover Zariani  
Student Representatives  
Guests: Sarah McLemore

**CALL TO ORDER**

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

**1. APPROVAL OF MINUTES**

- **MSC (Perez/Abram)** to accept the minutes of the Aug. 8, 2011 meeting as presented.

**2. OLD BUSINESS**

**IPCC Final Evaluation of Planning, Program Review and Resource Allocation for 2010-2011 Cycle**

Alice and Sarah gave feedback on the Annual Report (one of the three documents which Dawn took to the ACCJC in early June). Alice requested that the core competencies be included into the flow chart. Ed agreed to add an assessment of the core competencies and how the college will promote student learning. It was agreed that we need to agree on the language and clarify the vocabulary used and also define terms and acronyms. It was mentioned that the core competencies do not connect with administrative SLOs. Alice and Sarah asked to add and define the constituents to be involved. Saodat added that putting a 3 year cycle with the assessment timeline should be discussed campuswide beyond just faculty. The core competencies have not been assessed and it was suggested that assessment of the core competencies be incorporated into the EMP. Additionally, there seems to be confusion of terms regarding the core competencies, institutional SLOs and the "measurable outcomes" for strategies in the EMP. It was decided that we will readdress this topic at the next meeting after the Division Chair Retreat and Institute Day with the SLO workshops.

Integrated Model Progress Report.

Mary stated that the college has areas that have been doing assessments for many years, such as Math; however, the terminology for assessment cycles was not clear at the time. A question was asked regarding when we started using SLOs in program review. Jill will get back to committee on this at the next meeting. Alice brought up the fact that some faculty wanted to focus on personal responsibility, while others wanted to focus on communication. The definition of "learners" should be considered as defined by the Academic Senate policy document. Sarah added that there are other areas where the core competencies fit into the flow chart. Alice and Sarah will provide more feedback on this issue at our next meeting.

Resource Allocation

The PRC and Team B completed self-evaluations. It was agreed that the Budget Committee should do the same thing and so Ron will take the Annual Evaluation of Resource Requests to the them.

**Accreditation Recommendation 9 (GASB)**

Isabelle expressed concerns regarding the 2% allocation of new employee salaries as a funding mechanism for GASB. She cited the language as confusing along with the scope of the savings need and potential issues with the bargaining units. The proposal approved at the Budget Committee was read. The accreditation team evaluation report asked for our progress and a plan. The language regarding the “ending balance” and the set aside. Ron stated that there are multiple issues and that we do not have the answers. Our current budget does not allow us to show GASB progress. Ron stated that there was some “load banking” funds that could be transferred for GASB purposes on paper but not into an irrevocable trust. The outstanding question remains that we do not know what the minimum requirement is for this issue and the ACCJC has not provided any concrete answers.

**ADJOURNMENT**

The meeting was adjourned at 1:31 p.m.  
The next meeting will be on September 12

*Submitted by Jill Lewis*