

**Glendale Community College
Institutional Planning Coordination Committee**

MINUTES

September 12, 2011 - 12:15 p.m. in AD121

Present: Trudi Abram, Saodat Aziskhanova, Ed Karpp, Wayne Keller, Jill Lewis, Margaret Mansour, Alice Mecom, Mary Mirch, Ron Nakasone, Rick Perez, Alfred Ramirez, Isabelle Saber, Mike Scott, Monette Tiernan, Hoover Zariani, Regina Kim, Hasmik Simidyan

Guests: Dawn Lindsay, Sarah McLemore

CALL TO ORDER

Ed Karpp called the meeting to order at 12:19 p.m.

1. APPROVAL OF MINUTES

- **MSC (Mirch/Abram)** to accept the minutes of the Aug. 28, 2011 meeting with corrections.

2. OLD BUSINESS

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

GASB45

Ron explained that this is the obligation for retirement liability and health care benefits. The current liability of approximately \$17M is currently unfunded. Potential funding could come from "load banking funds" which is a bargaining unit issue. Dr. Lindsay explained that the college is still awaiting clarification on GASB from the commission. Jill will be attending a workshop and conference in the next month and will share any information with the group over the following weeks.

Annual Report

Discussion from the last meeting resumed regarding incorporation of institutional SLOs (ILOs) in the flow chart. Mary stated that this should fit in wherever curriculum/program development occurs. Sarah thought that ILOs fit well with the top right box of the chart "Programs". Alice added that core competency data could be used in the development of curriculum and also helps direct the EMP. ILOs also need to be expanded to include administrative areas on campus. Sarah suggested that can discuss ways to include the core competencies college-wide. Ed stated that the program review outcomes (at all levels) could be used inform the college via the next revision of the EMP and be connected with the Mission Statement, Annual Report and the Institutional Effectiveness Report. Further details can be added to the Planning Handbook.

Mary pointed out that the EMP was not designed for everything to fit into it. Hoover suggested that we make a statement regarding what the IPCC would like to see in the next revision of the EMP. Alfred added that the continuous cycle of improvement is part of the process and Jill stated that the 13 planning goals from this year were added to this year's program review package for when writers need to refer to a plan or goal. Sarah asked that we share the results/trends of program review in ongoing discussions among the "community/constituencies" as applicable. It was agreed that the interchangeability of the terms SLOs and outcomes can be confusing. Various word changes were agreed upon by the committee. It was suggested that under recommendations for 2011-2012 cycle that the college focus on two ILOs. Alice stated that Trade Tech used a scanable student survey to

assess this. It was agreed that “personal responsibility” needs more definition and that a link to the Academic Senates definition of personal responsibility would be appropriate to include.

Ed stated that the Budget Committee will provide data to him and so we won't approve the document yet. The remainder of the agenda items will be taken up at the next meeting.

3. NEW BUSINESS

Student Services Master Plan

Rick stated that the Student Services Master Plan will not be undergoing a revision at this time, but that they will continue with their three primary goals.

ADJOURNMENT

The meeting was adjourned at 1:26 p.m.

The next meeting dates will be September 26, October 10 and 24.

Submitted by Jill Lewis