

**Glendale Community College
Institutional Planning Coordination Committee**

MINUTES

November 7, 2011 - 12:15 p.m. in AD121

Present: Saodat Aziskhanova, Richard Kamei (for Isabelle Saber), Ed Karpp, Wayne Keller, Jill Lewis, Margaret Mansour, Alice Mecom, Mary Mirch, Ron Nakasone, Rick Perez, Alfred Ramirez, Mike Scott, Monette Tiernan, Hoover Zariani, Nathan Neven

Absent: Trudi Abram, Mary Mirch, Donna Voogt

Guests: Sarah McLemore

CALL TO ORDER

Ed Karpp called the meeting to order at 12:18 p.m.

1. APPROVAL OF MINUTES

- **MSC (Scott/Tiernan)** to accept the minutes of the October 24 2011 meeting.

2. OLD BUSINESS

Urgent Requests Outside of Regular Timeline

There were no updates to discuss. A discussion regarding Program Review ensued. Jill asked for a decision as to whether or not additional programs from the Garfield Campus (besides Community Services Education and Parent Education) would report. It was agreed that the Garfield Campus would mirror what reports on the main campus. Jill will forward a reporting list to Alfred and Margaret for consideration to report in fall 2012.

Monette and Jill brought up program review resource requests and the fact that the Program Review Committee would be validating all resource requests. The requests would then be forwarded to the Budget Committee which in turn would distribute the requests to the appropriate standing committee for validation. How the standing committees could prioritize is uncertain. Sarah suggested some examples by other colleges for prioritization matrices which include point scales and individual rubrics. We could ask the standing committee to use a similar point scale but let them write their own rubrics.

- **MSC (Scott/Neven)** to have Ron ask Campus Exec. to direct the standing committees and the 4 C's to develop a common scale for prioritization of resource requests and define their own criteria in order to establish a consistent and transparent process across the campus.

Follow-Up Report Due March 15, 2012

Changes included:

On page 11: g. add "link to SLOs and curriculum"

On page 12: under Fall 2011 Faculty Survey Results, it was suggested that the faculty responses be broken out into categories.

Sarah suggested that we develop a "mini handbook"

It was agreed that we will have enough evidence to show a "continuous cycle of improvement" in

all areas for our March 2012 Midterm Report.

On page 13: the Excel chart will be modified at the next meeting and we will add "In recognition of our progress". The header "Assessing Our Status" will be changed to "Continued Assessment of our Status and Development".

Sarah McLemore's participation in the 2011-12 WASC Assessment Academy and involvement with C&I will also be added to this section. A link to our program learning outcomes will also be added.

On page 14: ISLO language to be clarified.

Ed asked everyone to review Rec. 2 and insert comments in the Google Document (with their name) for our next meeting in order to expedite the process.

ADJOURNMENT

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

The next meeting dates will be November 14 and 28.

Submitted by Jill Lewis