

**Glendale Community College  
Institutional Planning Coordination Committee**

**MINUTES**

**November 14, 2011 - 12:15 p.m. in AD121**

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

Absent: Margaret Mansour,

Guests: Sarah McLemore

**CALL TO ORDER**

Ed Karpp called the meeting to order at 12:15 p.m.

**1. APPROVAL OF MINUTES**

- **MSC (Abram/Scott)** to accept the minutes of the November 7, 2011 meeting as corrected.

**2. OLD BUSINESS**

**Follow-Up Report Due March 15, 2012**

Rec. 2 – SLOs. The SLO Chart/timeline has not been updated since April. This document needs to be revised and reformatted and links need to be inserted.

Developing Sustainable & Useful Learning Outcomes (Fall 2011): Alice and Sarah will provide the number of people who attended the Institute Day SLO Workshops. The Program Review Committee will discuss inclusion of the SLO timeline and report back to the committee. Ed will expand the section to include the program review data workshops offered to instructional divisions. Alice will post the SLO discussion documents on the SLO website. SLO assessment samples and workshops will also be offered in the spring. Additionally, C&I approved a process for validating SLOs. The conferences where Alice and Sarah did presentations will be added and also the one Sarah gave to the ASGCC.

Degree and Certificate learning outcomes-Sarah raised the issue that instructor's do not know who these students are because the information is not accessible. Majors show up on applications, but this is different than review of student's SEP plans. Rick will bring back more information on this at the next meeting.

Jill and Monette will work on how program review will report out on assessments, trends and ISLO learning need.

There was discussion regarding tracking assessment of the core competencies across the curriculum and the common writing goals project linked to ISLOs. The assessment of ISLOs could then inform planning and decision making as well as the continued progress of SLOs. The SLO Committee will look at the core competencies and ID groups on campus (such as

WAC/RAC). Team B could propose this to Team A. Staff development activities and the Faculty Center for Teaching & Learning workshops and plans could also support this.

Rec. 8 – Servers This recommendation has been addressed and the Board approval date of the \$1M funding will be added.

## **ADJOURNMENT**

The meeting was adjourned at 1:28 p.m.

The next meeting dates will be November 28 and December 5 (not Dec. 12 as previously scheduled, due to finals)

*Submitted by Jill Lewis*