Glendale Community College
Institutional Planning Coordination Committee

January 9, 2012 - 12:15 p.m. in AD121

Present: Trudi Abram, Saodat Aziskhanova, Ed Karpp, Wayne Keller, Jill Lewis, Sarah McLemore, Mary Mirch, Ron Nakasone, Rick Perez, Alfred Ramirez, Mike Scott, Monette Tiernan, Donna Voogt

Absent: Margaret Mansour, Isabelle Saber, Hoover Zariani

Guests: Dawn Lindsay

CALL TO ORDER

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

1. APPROVAL OF MINUTES

- **MSC (Abram/Tiernan)** to accept the minutes of the November 28, 2011 meeting.

    Recommendation 2: Monette provided an edited copy to Jill for corrections. Rick provided additional corrections. Sarah, Jill, Ed and Mary will meet tomorrow to refine the draft, work on the headings and check for appropriateness, bold language and consistency of terms.

    The vision statement was revised as follows:

    > Glendale Community College is committed to the realization of high-quality, sustainable, and useful learning outcomes assessment cycles that result in dialogue, planning, decision making, and aligning practices with the intent of continuously improving student outcomes.

- **MSC (McLemore/Tiernan)** to endorse the revised vision statement.

    Dawn asked about the status of the accreditation coordinator position and expressed concern regarding the importance of the faculty RT coordinator positions for accreditation, planning, program review and SLOs/eLumen. She stated that the college is committed to keeping these positions filled every year. The issue of finding people to take on these critical positions was discussed. Mary added that we have new job descriptions for the SLO positions, but can't keep them filled and the importance of providing appropriate release time for them. Sarah suggested that we need to review and use the standards in relation to these full-time and released time positions filled. Accreditation, curriculum, distance education, planning, program review and SLOs are linked together. The issue of a 40% RT position for one year was discussed. Dawn stated that the college is committed to 25%+ every semester for three years for these positions. Sarah stated that some colleges participating in the WASC ALA Academy are creating administrative positions in these areas. Mary added that the primary administrative lead and secondary support faculty with staggered terms can work well. The Core 5 will meet to discuss and strategize on this current dilemma.

    Mary asked where the college can record and store information such as meeting minutes and SLOs. Wayne suggested Campus Guides, a web page portal site and recommended that documentation, minutes, etc. be converted to pdf files for consistency. It was suggested that all divisions be required to have a website.

Dawn asked about spring flex day. A date has been determined, but the program has not been defined. Jill and Sarah suggested more workshop type opportunities for SLO reporting at all levels particularly for a few divisions who are lagging behind in order to meet the ACCJC mandatory fall 2012 "proficiency" level. If the commission feels that our outcome reporting is not adequate, another visit or sanction could occur. IPCC members attending Campus Exec this week with will discuss a spring institute day focused on accountability. The Student Success Task Force mandates could also become part of institute day activities. Trudi explained problems some divisions face without a webpage and suggested that a coordinated website for SLOs would be helpful. Sarah requested that we define the flex activities so that materials can be prepared. RSVP's would helpful in reserving the appropriate number and size of rooms and preparing directions for faculty prior to the event. Mike suggested postponement of the spring institute day from the first week of the spring term for a few weeks to allow time for preparations. Mike will take this issue to the next mini-cabinet meeting.

ADJOURNMENT

The meeting was adjourned at 1:21 p.m.
The next meeting date will be January 23.

Submitted by Jill Lewis