

**Glendale Community College  
Institutional Planning Coordination Committee**

**January 23, 2012 - 12:15 p.m. in AD121**

Present: Saodat Aziskhanova, Ed Karpp, Richard Kamei (for Isabelle Saber), Deborah Kinley, Jill Lewis, Sarah McLemore, Mary Mirch, Ron Nakasone, Rick Perez, Monette Tiernan, Donna Voogt, Hoover Zariani

Absent: Trudi Abram, Wayne Keller, Margaret Mansour, Alfred Ramirez, Mike Scott,

Guests: Dawn Lindsay

**CALL TO ORDER**

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

**1. APPROVAL OF MINUTES**

- **MSC (Aziskhanova/Tiernan)** to accept the minutes of the January 9, 2011 meeting.

**OLD BUSINESS**

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

The latest draft reflected changes made by Sarah. Some documentation and information still needs to be added regarding SLOs and resource requests from program review. The committee was asked to review and email any comments to Jill. The Core 5 group will meet next week to discuss the SLO progress spreadsheet to identify divisions/programs that need to commit to completing their assessments. Dawn discussed the new spring Institute Day being planned for February 24, 2012. The prime focus will be the Student Success Task Force report and division SLOAC progress. A discussion of where to store ongoing information such as division minutes and SLOs ensued. Some divisions/departments have webpages, others use a central repository such as Moodle or Library Guides, and one or two currently have no location. This matter needs resolution in order to meet and provide evidence for the fall 2012 mandated SLO "Proficiency Level".

Dawn will discuss the report with the Board and ask them to read through it and make any comments by Feb. 2. The document will also be presented to the college community for comment. The WASC/ALA members visit to GCC and the exchange of information will also be noted in the report. The latest information will come from Institute Day.

**3. Administrative Regulation 3250, Institutional Planning**

The college has a board policy, but not an administrative regulation regarding institutional planning. A draft was presented and will come back to the IPCC for a second reading and then be forwarded for campus exec.

**4. Review of the IPCC Mission Statement**

The committee suggested several changes and Ed will bring the revised statement back to next meeting for review.

**5. Procedure for Urgent Resource Requests Outside of Regular Timeline**

Mary explained concerns regarding one time funding versus ongoing expenditures and that eventually some items must become part of the budget process. Accreditation states that we must use data in our decision making processes. Currently we often “rollover” such decisions. We must start a process of program reduction that is funding based.

**ADJOURNMENT**

The meeting was adjourned at 1:27 p.m.  
The next meeting dates will be February 13 and 27.

*Submitted by Jill Lewis*