

**Glendale Community College
Institutional Planning Coordination Committee**

March 26, 2012 - 12:15 p.m. in AD121

Present: Trudi Abram, Saodat Aziskhanova, Ed Karpp, Jill Lewis, Margaret Mansour,
Sarah McLemore, Mary Mirch, Ron Nakasone, Rick Perez, Alfred Ramirez, Isabelle Saber,
Mike Scott, Monette Tiernan Donna Voogt, Hoover Zariani

Absent: Wayne Keller, Deborah Kinley,

CALL TO ORDER

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

1. APPROVAL OF MINUTES

- **MSC (Saber/Abram)** to accept the minutes of the March 12, 2012 meeting.

OLD BUSINESS

2. Procedure for Urgent Resource Requests Outside of Regular Timeline

Donna stated that a discussion had taken place between HR and the CSEA. The CHAC process will now move forward to Campus Exec. and if it is finalized then we can look back at any “urgent requests”. HR will report back at our next meeting.

3. ACCJC Review of Accreditation Standards: Opportunities for Input

Ed reminded the committee of the upcoming opportunity to comment in writing or in person regarding the commission standards. No issues were raised, but the issue can also be discussed with the people who worked on the writing of the 2010 report. Ed will make the standards available on the IPCC webpage.

Mike asked about the status of the accreditation chair RT position. The two SLO positions are going to be advertised at 40% each, however, nothing has moved forward with the faculty accreditation position. Margaret asked if one person could handle both SLO jobs. Mary and Sarah both responded that it would be very difficult for one person to do both jobs. The possibility for the SLO Committee to temporarily take over the responsibilities of the SLO coordinator was also discussed.

NEW BUSINESS

4. eLumen Status

The current difficulties with eLumen were discussed along with potential “homegrown” database systems currently being looked at by different campus members. Sarah suggested that we discuss our issues with eLumen owner, David Shupe.

The question of who will make the decision about eLumen remained unanswered. It was suggested that Tina Anderson-Walberg come to the next meeting to discuss the issues surrounding keeping eLumen. Other potential database programs were discussed.

- **MSC (Scott/Saber** that we postpone the renewal and any payment for now until we can determine if the program can actually meet our needs.

Discussion: We will ask Susan Courtney to get more details on the contract renewal, i.e. what are the consequences of not renewing? It was determined that it would not be necessary to take this issue to the Budget Committee.

We will not meet again until April 23 and Sarah suggested that we ask Tina and Mike Dulay and Michael Ritterbrown to come to the meeting to discuss database issues. Additionally, SLOs still need to be coordinated with planning. Ed stressed the need for input from the Academic Senate as we need a facilitator for SLO Committee input.

5. Evaluation of IPCC Validation Process for Resource Requests from Plans

At our last meeting we rated the resource request forms using the validation Form for Track A: resource requests from plans. Plan requests were discussed. Jill shared the criteria used by program review and asked why the requests from plans don't just go through the program review process and the same validation.

Mary pointed out that there was criteria other than the EMP or the SSTF with which we can relate to these resource requests. Where prioritization would come from was not clear. It was also suggested that we need to reevaluate our plans.

6. Strengthening Integrated Planning

Ed presented a document titled: "Proposal for Strengthening Integrated Planning" to create one comprehensive plan for the entire college that incorporates all current college plans together. The current EMP and potential revision was discussed. Ed discussed how planning should involve setting and separating both short and long term goals that flow from our mission. We need to determine what the college wants to focus on and how we can measure our success.

ADJOURNMENT

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

Submitted by Jill Lewis