

**Glendale Community College  
Institutional Planning Coordination Committee**

**MINUTES**

**April 30, 2012 - 12:15 pm in AD121**

Present: Trudi Abram, Saodat Aziskhanova, Ed Karpp, Jill Lewis, Wayne Keller, Deb Kinley, Sarah McLemore, Mary Mirch, Margaret Mansour, Rick Perez, Alfred Ramirez, Richard Kamie (for Isabelle Saber), Mike Scott, Monette Tiernan, Bill Elbettar (for Hoover Zariani)

Absent: Ron Nakasone, Donna Voogt, Cameron McGee, Armen Ter-Oganesyan

**CALL TO ORDER**

The meeting was called to order at 12:20 p.m.

**1. APPROVAL OF MINUTES**

- MSC (Scott/Abram) to accept the minutes of the April 16, 2012 meeting.

**OLD BUSINESS**

**3. ACCJC Review of Accreditation Standards: Opportunities for Input**

Input is still possible and it was agreed that we should try to set-up a meeting with the people who were writers on the 2010 Self Evaluation Report. One issue that has been mentioned is redundancy of the language and questions particularly in Standard II.

The Accreditation Coordinator position was discussed and advertised at 20% RT. The applications are due by May 4. Ed and Jill will check with HR regarding the status of the two SLO positions.

**4. Evaluation of IPCC Validation Process for Resource Requests from Plans**

Ed shared a revised validation form for resource requests from plan review (Track A) which is more in line with the form used by Program Review.

**5. eLumen Status**

Discussion took place regarding the status of SLO reporting. Mary was concerned that whether we can get existing information out of eLumen and if it would fit into PeopleSoft. Sarah reported that the eLumen website and could not find any evidence that the functionality of eLumen would work with curriculum management or planning. It seems that eLumen can only support SLOs. The SLO Committee is not currently operating and we have also had several people look into other programs such as File maker Pro. There has been discussion regarding CIBER research and there is a meeting this week on that topic. Unfortunately, it seems that we have hit a roadblock in our efforts to incorporate planning. It was agreed that more than likely any system will have some costs involved.

**6. Strengthening Integrated Planning**

Ed presented a new view of integrated planning in the form of a pyramid titled the GCC Comprehensive Plan. The Mission is at the top of the pyramid and then the four goals of the EMP (which provide guidance) are the second level below. The main college plans such as the Instruction, Student Services, and Administrative Plans, Tech Plan, Facilities Master Plan, HR Plan, Emergency Plan, etc .make up the bottom level of the pyramid (implementation). It was suggested that assessment and evaluation through program review which lead to revisions and improvement could be added to the pyramid. Ed will bring back a revised pyramid to the next meeting.

Mary pointed out that large projects such as construction, energy and safety have become issues which have no defined planning process. We should try to integrate overarching concepts while maintaining the ability to choose how we will implement them. We can build our future as we define ourselves and then make sure that we meet the Standards in the way that we do it.

**NEW BUSINESS**

**7. Reporting and Discussing institutional Learning Outcomes (Core Competencies) Data**

Sarah led a discussion regarding picking two of the core competencies to focus on and record for a year. She suggested the IGETC and "Breadth" patterns for the coming year and two others for the following year (such as the Transfer Model Criteria). Reporting could be done on templates and this information could be reported out at the annual State of the College address. We need a mechanism to report out and get this into the institutional planning process and also be accessible for use by the campus.

**8. ACCJC SLO Reporting Requirements for March 15, 2013**

The ACCJC's SLO reporting template has been received and is due with the college's regularly scheduled March 15, 2013 Midterm Report. The draft of this report must go to the Board at their December 2012 meeting. With this in mind the Midterm report must be started no later than this summer.

**ADJOURNMENT**

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

Submitted by Jill Lewis