

**Glendale Community College
Institutional Planning Coordination Committee**

May 14, 2012 - 12:15 p.m. in AD121

Present: Ed Karpp, Deborah Kinley, Jill Lewis, Sarah McLemore, Mary Mirch, Rick Perez, Isabelle Saber, Mike Scott, Monette Tiernan, Donna Voogt, Hoover Zariani, Cameron McGee

Absent: Trudi Abram, Saodat Aziskhanova, Wayne Keller, Ron Nakasone, Alfred Ramirez, Armen Ter-Oganesyan

Guests: Kathy Bakhit

CALL TO ORDER

Ed Karpp called the meeting to order at 12:21 p.m.

1. APPROVAL OF MINUTES

- **MSC (McGee/Tiernan)** to accept the minutes of the April 30, 2012 meeting.

OLD BUSINESS

2. ACCJC Review of Accreditation Standards: Opportunities for Input

Written or oral comments regarding the new standards can still be forwarded to the ACCJC prior to their meeting on June 6. Sarah and Jill will talk with previous accreditation writers regarding suggestions or to determine if we will make a submittal regarding revisions. The new standards will go into effect June 2014.

3. Strengthening Integrated Planning

The GCC Comprehensive Plan (pyramid diagram) reflects the main EMP goals and all Implementation plans. Ed and Mike will work on organizing the various "implementation areas" such as Program Review which focuses on assessment, review and improvement. It was suggested that the connections be made more obvious. Rick asked whether this was an annual process and explained that Student Affairs had addressed 2 of the 13 college goals. Mary suggested that we reposition Program Review to be more reflective. The Core Values could pick up where the mission leaves off.

Program Review could become more reflective and the annual reporting of divisional plans in the document should move forward to be used in institutional planning processes. Institutional Learning Outcomes could be incorporated into division plans. The current EMP does not incorporate all areas of the campus and shows no ties to facility or equipment needs. Ed brought up the fact that all of the component plans should be used for institutional planning and that we must strengthen the results of Program Review to be used in planning and decision-making.

NEW BUSINESS

4. ACCJC Mid-Term Report Due March 15, 2013

A draft of this report must be presented to the Board at the December Board Meeting. We will be required to respond to all of our previous recommendations and must address all of the (400)

plans which we listed in our 2010 Self-Evaluation Report. Jill will group all of the plans into categories this summer. We need to find people to take on the Accreditation Coordinator position ASAP so that they can attend training and start working. Ed explained that we must show that “campus dialogue” is taking place and that Town Hall Meetings may be a good way to document these discussions. Mary suggested that we need a strategy to move forward with the Accreditation Mid-Term Report.

5. Annual Evaluation of SLOAC Process

We should look at where we need to be (such as a timeline) and develop an action plan this summer. Isabelle suggested a reporting place or web page where people could go to fill out forms perhaps using a program such as Campus Guides. Sarah concurred that Campus Guides could be used to share information, committed to specific areas, and for campuswide discussion. This would be suitable for timelines and assessment reports, but not student data.

6. Planning Booklet/Mini Handbook

Ed discussed materials for inclusion in the mini handbook such as the flow chart and the new pyramid diagram. Hoover suggested that Ann Simon could do a nice job with these documents to ready them for publication.

ADJOURNMENT

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

Submitted by Jill Lewis