

**Glendale Community College
Institutional Planning Coordination Committee**

June 11, 2012 - 12:15 p.m. in AD121

Present: Ed Karpp, Sarah McLemore, Margaret Mansour, Mary Mirch, Ron Nakasone, Rick Perez, Alfred Ramirez, Isabelle Saber, Mike Scott, Monette Tiernan, Hoover Zariani

Absent: Saodat Aziskhanova, Wayne Keller, Jill Lewis, Deborah Kinley, Donna Voogt

Guest: Kathy Bakhit

CALL TO ORDER

Ed Karpp called the meeting to order at 12:22 p.m.

1. APPROVAL OF MINUTES

- **MSC (Saber/Tiernan)** to accept the minutes of the May 14, 2012 meeting.

OLD BUSINESS

2. ACCJC Review of Accreditation Standards: Opportunities for Input

No progress has been made soliciting feedback about the accreditation standards. The committee suggested deleting this item because there were no volunteers.

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

The midterm report due to the Commission on March 15, 2013 must address all nine of the recommendations from the 2010 visit and all the planning agenda items from the 2010 self study. The committee decided that it was appropriate for the IPCC to coordinate the midterm report. The committee assigned primary writers to each of the nine recommendations as follows:

- Recommendation 1: Ed Karpp
- Recommendation 2: Mary Mirch
- Recommendation 3: Rick Perez
- Recommendations 4 and 5: Donna Voogt
- Recommendations 6 and 8: Wayne Keller
- Recommendations 7 and 9: Ron Nakasone

The committee decided to set a deadline of Monday, September 10, 2012 for the first draft of all the responses to the recommendations except for Recommendation 2, which will require more time due to activities over the summer. Ed will send an email to the writers to inform them of the assignments.

Regarding the planning agenda items, they will have to be grouped into categories. Ed will bring the list of items to the next IPCC meeting.

4. Administrative Regulation 3250: Institutional Planning

Ed brought the draft AR 3250 approved by the IPCC to Academic Affairs, Student Affairs, and Administrative Affairs. Feedback received from Student Affairs included some concern that plans might be required to be approved by the Chancellor's Office before there was a chance to approve them locally at Campus Executive. If changes were required by Campus Exec, then those changes could be made to the plan and

Chancellor's Office approval could occur on the next regular cycle. Academic Affairs voted to revisit the Administrative Regulation in one year. The IPCC decided to make two changes to the list of plans included in the draft regulation: delete the Student Services Master Plan and add the Distance Education Plan.

- **MSC (Perez/McLemore)** to approve AR 3250 with the addition of the Distance Education Plan and the deletion of the Student Services Master Plan in the list of example plans.
- **MSC (McLemore/Zariani)** that the IPCC will review AR 3250 in June 2013.

NEW BUSINESS

5. Annual Evaluation of Program Review, Resource Allocation, and Planning

Progress is being made on the annual evaluations of program review, resource allocation, and planning, which will be combined into an annual report evaluating the integrated processes for 2011-2012. Monette Tiernan and Jill Lewis are working on the program review annual evaluation. Team B will work on the evaluation of planning. The Budget Committee will work on the evaluation of resource allocation when the resource requests have been prioritized.

6. Institutional Effectiveness Report 2011-2012

The Institutional Effectiveness Report was first created last year to highlight collegewide outcomes such as the ARCC indicators and the CTE Perkins core indicators. The committee discussed including this report in the evidence for the midterm report. The committee felt that these outcomes should be communicated more widely than they are due to the importance of dialogue and discussion in the ACCJC rubrics.

7. Annual Evaluation of SLOAC Process

The committee discussed how it should evaluate the SLOAC process. Over the summer, we are going to identify holes in the process and how to fix them. The committee asked questions about how to evaluate SLOAC data, including how ILOs can be assessed through course SLO data. This issue will be worked on over the summer.

8. Planning, Development, and Approval of New Programs

Sarah McLemore said that the Curriculum and Instruction Committee is at the beginning of developing a program approval process. The committee discussed the development of instructional and student services programs and how those processes should differ.

ADJOURNMENT

The meeting was adjourned at 1:10 p.m.

Submitted by Ed Karpp