

**Glendale Community College
Institutional Planning Coordination Committee**

June 25, 2012 - 12:15 p.m. in AD121

Present: Ed Karpp, Deborah Kinley, Jill Lewis, Sarah McLemore, Mary Mirch, Alfred Ramirez, Isabelle Saber, Mike Scott, Monette Tiernan, Bill Ellbettar for Hoover Zariani

Absent: Trudi Abram, Saodat Aziskhanova, Wayne Keller, Ron Nakasone, Rick Perez, Donna Voogt

Guests: Kathy Bakhit

CALL TO ORDER

Ed Karpp called the meeting to order at 12:20 p.m.

1. APPROVAL OF MINUTES

- **MSC (Mirch/Ramirez)** to accept the minutes of the June 11, 2012 meeting.

OLD BUSINESS

2. Update on AR 3250: Institutional Planning

AR 3250 was approved by Campus Exec on June 19. The Mission Statement from Team A was approved by Campus Exec. The set of (11) annual goals from Team A had a first read and feedback was requested by Campus Exec.

3. ACCJC Mid-Term Report Due March 15, 2013-Self Identified Issues/Planning Agenda Items

Ed notified the writers that the first drafts for our updated responses to the 2010 – nine recommendations are due on September 10. Ed and Mary gave an update on the list of plans from the 2010 Self Study Report. There was a lot of repetition; however, the plans fit into various categories and can be distributed to the appropriate areas such as Instruction, Student Services, Administrative Services, C&I, etc. Plans that relate to instructional matters can be used as a base for the new Instructional Plan and the other areas will be updating their plans as appropriate. There are also plans from the EMP which should move forward similarly with each major area for resolution.

It was further discussed that we will need to develop a structure to deal with the range of evidence such as minutes, etc. Consistency in addressing the plans would be beneficial and we may want to develop a template for our responses which could include listing by Standard (example – I.A.4, etc.) and also summary statements/paragraphs for similar items. Approval dates should follow narrative paragraphs.

The college should be receiving a response from the ACCJC regarding Follow-Up Report 2 submitted on March 15, 2012 within the next two weeks.

NEW BUSINESS

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

A draft of the Annual Evaluation of Program Review was presented. This document provides a base for the PRC to make improvements for the following year's document. Despite the current budget crisis many resource requests were able to be funded by the Title V grant. Some requests provided "back-up" support for what has already been planned by divisions. This effectively shows that we had a "backward connection" to program review and planning. Trends of technology and the need for more space mirrored what Jill and Monette presented to Team A in early spring. The IHAC timeline remains problematic when program reporting is done in the fall semester. A spring reporting schedule would allow for more current enrollment management data. We know that evaluating program development is more effective than cutting classes. Senate input on improvement of this issue should be requested. It was suggested that we look at the "2550" reports and then make a grid for each reporting area. This information will help confirm that program review reporting influences decision making.

ADJOURNMENT

The meeting was adjourned at 1:12 p.m.

Submitted by Jill Lewis