

**Glendale Community College
Institutional Planning Coordination Committee**

July 9, 2012 - 12:15 p.m. in AD121

Present: Saodat Aziskhanova, Ed Karpp, Deborah Kinley, Jill Lewis, Ron Nakasone, Rick Perez, Alfred Ramirez, Isabelle Saber, Mike Scott, Monette Tiernan, Donna Voogt, Yvette Ybarra, Hoover Zariani,

Absent: Trudi Abram, Wayne Keller, Sarah McLemore, Mary Mirch

Guests: Kathy Bakhit

CALL TO ORDER

Ed Karpp called the meeting to order at 12:18 p.m.

1. APPROVAL OF MINUTES

- **MSC (Saber/Tiernan)** to accept the minutes of the June 25, 2012 meeting.

Committee membership was discussed. Trudi Abrams retirement leaves a "joint faculty" position open on the committee. The Guild and Senate will discuss filling this vacancy.

OLD BUSINESS

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

Ed explained the large list of "Self-identified Planning Agenda's" from our 2010 Self-Study Report were categorized and given to the appropriate administrator. They will write a brief description of how each planning item will be resolved or completed.

Meeting the SLO Proficiency Level remains challenging. The latest SLO accounting can be found at <http://research.glendale.edu/slo/sloac.html>. The percentages need to be close to 100%. Item 4 - Assessments Analyzed needs to be followed by "improvements or changes made" which will "close the loop" and complete the SLO assessment cycle. The fall semester has to include a "final push" to have all divisions record all completed assessments and improvements in order to improve our numbers. It was suggested that this be discussed at the next division chair meeting. Mary and Yvette will meet this next week to strategize on getting all assessment results into one location. Rick reported that Student Services has all assessments completed.

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

Program Review has a draft of the document, but is still awaiting feedback from several division chairs/writers to turn-in their program review exit surveys in order to strategize on improvements for the next reporting cycle.

NEW BUSINESS

4. ACCJC Letter

Ed shared the Action Letter just received from the ACCJC concerning our Follow-Up Report #2 which was submitted March 15, 2012. Our report was accepted. Our next report to the

commission will be our scheduled Midterm Report for March 15, 2013 which must include supporting data for the fall 2012 SLO Proficiency Level mandate.

5. Timing of Annual Program Review Process

Timing issues with fall reporting and the IHAC schedule were discussed. The IHAC Committee would be supportive of instructional programs reporting in the spring. Program Review will meet with the appropriate constituent groups to discuss a different schedule.

6. Standardized Terminology for Plans

Based on the work started by the RP Group, Team B has developed some standardized terminology to be used in college plans as well as strategies, objectives, goals and action items.

ADJOURNMENT

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

Submitted by Jill Lewis