

**Glendale Community College
Institutional Planning Coordination Committee**

July 23, 2012 - 12:15 p.m. in AD121

Present: Trudi Abram, Saodat Aziskhanova, Ed Karpp, Deborah Kinley, Jill Lewis, Sarah McLemore, Mary Mirch, Ron Nakasone, Isabelle Saber, Monette Tiernan, Donna Voogt, Yvette Ybarra, Hoover Zariani

Absent: Wayne Keller, Rick Perez, Alfred Ramirez, Mike Scott,

Guests: Kathy Bakhit Jim Riggs

CALL TO ORDER

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

1. APPROVAL OF MINUTES

- **MSC (Saber/Tiernan)** to accept the minutes of the July 9, 2012 meeting.

OLD BUSINESS

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

We will be relating our plans to the EMP and this will become the new Instructional Plan. The EMP will be at the top level. We will continue working to coordinate Integrated Planning. Hopefully by the beginning of the fall term we can have a draft plan ready for Institute Day. Rick will incorporate any new student service plans into their existing Student Services Plan. The pyramid diagram was discussed along with strengthening the instructional planning process and making the correlation between plans and program review more visible.

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

Team B will be meeting in fall and discussions will include the annual evaluation reports.

4. Timing of Annual Program Review Process

The IHAC timeline handout (March – November) was discussed. All new hire (IHAC) requests are due April 30. The requests are dependent on further information provided in the program review reports. Program Review furnishes all IHAC requests and program review reports to the IHAC committee.

Current issues include:

- IHAC does not want to work over the summer,
- Fall program review reporting that is processed in spring is no longer current
- Spring data could provide more opportunity for current data and outcomes

Jill, Monette and Yvette will work on developing a spring timeline to present to the IPCC. This issue is also on the agenda for the Division Chair Meeting this week.

5. Standardized Terminology for Plans

A handout, *Terminology for Plans*, which included goals, objectives, activities, targets/activities and evaluation was discussed. Ed and Mike will work together to relate these terms to the EMP and other related planning documents.

NEW BUSINESS

6. ACCJC Accreditation Trends

Discussion of the San Francisco City College Show Cause sanction by the ACCJC was discussed. Ed pointed out some sanctioning trends from information provided on the ACCJC web site. Out of the 112 community colleges within the ACCJC area, 29 are currently on sanction.

Mary shared information regarding SLO "Proficiency" reporting from the CIO Conference. All of the college's will be reporting in either October 2012 or March 2013. The commission will hold the October reports until the March reports are due and then evaluate all of the reports together at their June 2013 semi-annual meeting.

Yvette inquired about the difference in reporting "assessments" and "completed cycles". Sarah agreed to bring back more information regarding this topic. It was agreed that SLO issues will be presented at Institute Day. Isabelle suggested that any of the divisions which do not have assessments up to date should be pressured to get them up to speed. Additionally, ILOs should be linked to the Mission Statement and General Education degree in the college catalog.

ADJOURNMENT

The meeting was adjourned at 1:21 p.m.

Submitted by Jill Lewis