

**Glendale Community College
Institutional Planning Coordination Committee**

August 27, 2012 - 12:15 p.m. in AD121

Present: Ed Karpp, Richard Kamei (for Isabelle Saber), Jill Lewis, Sarah McLemore, Mary Mirch, Ron Nakasone, Rick Perez, Mike Scott, Monette Tiernan, Yvette Ybarra

Absent: Trudi Abram, Saodat Aziskhanova, Deborah Kinley, Margaret Mansour, Alfred Ramirez, Donna Voogt, Hoover Zariani

Guests: Kathy Bakhit, Jim Riggs

CALL TO ORDER

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

1. APPROVAL OF MINUTES

- **MSC (McLemore/Nakasone)** to accept the minutes of the July 23 and August 13, 2012 meetings.

OLD BUSINESS

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

Ed explained that the Midterm report. I will be organized will be divided into three main sections: responses to 2010 recommendations, an update on self-identified planning issues and the SLO status report. All groups are working on their "planning sections" which will become a spreadsheet. Yvette reported that she is working with the new reporting format and that David is developing a new reporting database. Colleges are being directed to report how they meet the "Proficiency Level" for the three rubric items: Planning, Program Review and SLOs. Ed also explained that we have made further progress on Rec. 6: Long range planning for Information Technology Services that is linked to budget allocations, which can be evidenced by the recent capital outlay fee increase. The new planning "pyramid" chart will also be included in the report.

Mike stated that he was concerned about the additional reporting. Mary explained that distance education reporting will likely be the next additional subject to be added. Our work will be starting early in 2014 for our scheduled March 2016 Institutional Self Evaluation Report.

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

Jill reported that about half of the exit surveys were turned in from program review. As part of the "Continuous Cycle of Improvement", reporting changes for 2012-13 will be made based on issues emphasized by the commission. Although only six items from the 2011-12 reporting cycle were able to be funded by the college, Jill explained that grant funding by Title V/STEM/GAUSS, VTEA and also the Foundation's newly created "College Student Success Fund" were able to provide needed funding this year for many of the resource requests that would otherwise have remained unfunded. These items were predominantly technology upgrades for classrooms and students. The list of these items will be forwarded to Academic Affairs.

5. Timing of Annual Program Review Process

Jill reported that about half of the exit surveys were turned in from program review. A small group is meeting later in the week to discuss changes to the 2012-13 document. In order for the process to merge more effectively with the IHAC process, the reporting timeline for instructional programs will be more relaxed this year with IHAC requests not being required for final submission until April 2013. This means that prioritization of the 2012 IHAC requests will not take place until fall of 2013. Ed and Jill will bring more information to the Division Chair Retreat. Hoover and Jill will meet to discuss a timeline for the CHAC process.

6. Standardized Terminology for Plans

Ed discussed the need to standardize and clarify the language which we use for planning; which would include the pyramid diagram as well as goals, objectives and action items. The discussion included our own issues regarding implementation and the measurability of our assessments. This measurement could become a guide for program review's annual focus and also for curriculum development.

7. Planning Booklet/Mini-Planning Handbook

The resource requests which were funded have not been included in the handbook primarily because there is over a six month delay between the submittal of the requests and funding. It was agreed that the results should be formalized in some way and possibly this could be done at a faculty or town hall meeting.

8. Program Review and Administrative Reorganizations

Jill explained that some requests are processed through program review for "upgrades" of current positions, replacement positions and new classified/management positions. "Lost" positions are not handled in any standardized way. Faculty new hires are requested through the IHAC process. There is not currently a process for reorganization. Yvette explained that Health & P. E. included rationale for their reorganization with the Kinesiology program and hiring requests through program review. Mike, Ed and Jill will meet to discuss incorporating reorganization into the program review process and a process for reorganizations that may occur outside the program review reporting schedule.

ADJOURNMENT

The meeting was adjourned at 1:17 p.m.

Submitted by Jill Lewis