

**Glendale Community College
Institutional Planning Coordination Committee**

October 15, 2012 - 12:15 p.m. in AD121

Present: Ed Karpp, Deborah Kinley, Jill Lewis, Margaret Mansour, Mary Mirch, Ron Nakasone, Rick Perez, Alfred Ramirez, , Michael Ritterbrown, Mike Scott, Monette Tiernan, Donna Voogt, David Yamamoto, Hoover Zariani, Daniela Contreras, Vahe Sargsyan

Absent: Saodat Aziskhanova, Sarah McLemore, Isabelle Saber, Yvette Ybarra,

Resource/ Kathy Bakhit

Guests:

CALL TO ORDER

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

1. APPROVAL OF MINUTES

- **MSC (Zariani/Scott)** to accept the minutes of the September 10, 2012 meeting with corrections.

Ed introduced the two new student representatives to the committee: Daniela Contreras and Vahe Sargsyan.

OLD BUSINESS

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

Ed outlined the scope of the report for the new student representatives and then reviewed our current progress and feedback.

Recommendation 1 Integrated Planning - Alfred suggested that we add the new pyramid diagram. Ron explained that we don't currently have an administrative plan and so that will be removed from the pyramid.

Recommendation 2 SLOs - David commented on division representatives entering data so that the database would be current.

Recommendation 3 Policies in the Catalogue/online. Ed stated that this has been completed.

Recommendation 4 Employee Evaluations are continuing

Recommendation 5 EEO Categories have no changes

Recommendation 6 Long Range Planning in IT – Alfred reminded the group that we cannot use our budget woes as an excuse not to fund technology.

Recommendation 7 The college has adequate custodial and police coverage between midnight and 6 a.m.

Recommendation 8 Ron gave an update on the servers.

Recommendation 9 Ron reported that the progress on funding his \$17M liability continues.

Ed will assign several IPCC members to review sections of the report for overall comment. Mary and Ed will add in the updated Instructional Services Plan. Rick stated that Student Services had made some updates in their plan.

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

Program Review - Jill will complete the Annual Evaluation prior to the next meeting

Planning - Team B reviewed all areas and found that we were doing very well in 4 out of 8 areas. Ed explained that it is problematic to evaluate plans when they are ongoing. A note will be added regarding this. Ed explained that the IPCC needs to describe how the plan review process was evaluated and any recommendations for improvement. Ed will draft some new language regarding plans that are not related to an area to the next meeting.

Resource Allocation – Ed will refer this to the Budget Committee.

4. Timing of the Annual Program Review Process – CHAC TimeLine.

Donna commented that this was discussed at Campus Exec. She will convene the CHAC committee and will work on streamlining the process. Donna stated that CHAC requests would be due sometime in January, but that CHAC would be meeting more than one time during the year.

Additionally, last year's IHAC requests will be delayed and be combined with any new requests submitted in spring 2013.

5. Standardized Terminology for Plans – no new language added.

6. Planning Booklet/Mini-Planning Booklet

Ed shared his latest version which was easier to read.

7. Program Review and Administrative Reorganizations

Ed explained the new process which can be described in Section 3 of the program review document. A resource request form can be used if the request requires resources. If the timing occurs outside of the program review schedule, then a proposal should be forwarded to the appropriate VP. If using a resource request form then Jill should be contacted also. The VP will take the proposal to the applicable standing committee and will then be forwarded to the Budget Committee. The Budget Committees recommendation goes to Campus Exec and the final decision is made by the Superintendent/President.

- **MSC (Mirch/Ramirez)** to approve the revised Process for Proposing Reorganizations dated October 15, 2012.

NEW BUSINESS

8. INSTRUCTIONAL PLAN

The plan includes all of the self- identified plans from the 2010 Accreditation report. The intent is to have progress reports on the plans. Next year the instructional program will respond to this plan through program review. The Student Services Plan will be presented at the next IPCC meeting.

9. Planning Handbook 2012-2012 The full version of the Handbook was presented.

10. IPCC CHAIR for 2012 -2013

- **MSC (Ramirez/Zariani)** to re-elect Ed Karpp as Chair of the IPCC Committee.

11. IPCC Mission Statement Adopted February 13, 2012 was reviewed.

- **MSC (Scott/Mirch)** to approve the mission statement as is.

OTHER

Mary presented a new topic: no faculty responded or applied to the two RT positions for a program review coordinator and an accreditation coordinator at 40% RT. Mary explained a discussion with Ed and Jill regarding the lack of applicants and the potential that combining the two positions along with the also vacant planning coordinator RT position could provide. The positions normally interact closely and continuously with one another. Combining accreditation, program review and planning is essentially the integrated planning process, and would give accreditation, program review and planning a faculty partner who could receive the most efficient training and become a well-informed coordinator to better understand all of the elements involved and work alongside of the full-time managers. Mary explained that this is just in the discussion stage and that more information and clarification would come back to the committee. Donna stated she would discuss the possibility with the RTEP committee.

ADJOURNMENT

The meeting was adjourned at 1:32 p.m.

The next meeting will be in November, date tbd.

Submitted by Jill Lewis