

**Glendale Community College  
Institutional Planning Coordination Committee**

**December 17, 2012 - 12:15 p.m. in AD121**

Present: Saodat Aziskhanova, Ed Karpp, Jill Lewis, Sarah McLemore Mary Mirch, Ron Nakasone, Rick Perez, Alfred Ramirez, Michael Ritterbrown, Isabelle Saber, Mike Scott, Yvette Ybarra

Absent: Deborah Kinley, Margaret Mansour, Monette Tiernan, Donna Voogt, David Yamamoto, Hoover Zariani, Daniela Contreras, Vahe Sargsyan

**CALL TO ORDER**

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

**1. APPROVAL OF MINUTES**

- **MSC (McLemore/Nakasone)** to accept the minutes of the November 19, 2012 meeting with corrections.

**OLD BUSINESS**

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

Ed asked all members to review the Google document prior to the January 14 Board Meeting.

Response to 2010 Recommendations

Recommendation 1 Integrated Planning: Ed will add resource requests to the new pyramid diagram. Ed added language to reflect that we have met all of the rubric items for Sustainable Quality Improvement.

Recommendation 2 SLOs: We will add in the latest SLO numbers with a caveat to the Board that these numbers are continuing to increase as reports are submitted.

Recommendation 3 Policies in the Catalogue/online: No changes.

Recommendation 4 Employee Evaluations: Donna will forward for January Board Report

Recommendation 5 EEO Categories: The plan is being revised and corrections may be needed.

Recommendation 6 Long Range Planning in IT: A Capital Outlay Fee has been instituted to help support new technology costs. Alfred made some edits and Ron added language regarding "tracking" custodians.

Recommendation 7 Adequate Custodial & Police Staffing between midnight and 6 a.m.  
No changes.

Recommendation 8 Safety of the Servers: Progress will continue to be updated for the January and February board reports.

Recommendation 9 GASB45 Funding: Ron reported that progress on funding liability continues.

Ed explained the ACCJC's new format for the midterm report. Colleges must demonstrate that all deficiencies have been met, such as: In order to meet the standard...and we then tell how the problems have been addressed. A short paragraph (summary) will explain and then details will follow. An extensive evidence file will be needed. Jill has an existing evidence file which will be increased to include the most recent information available.

Alfred questioned Section I-d: "Assign administrative responsibility and accountability for the implementation of plans". We must define and identify responsibility for all plans which match up to the Planning Handbook.

#### Update on Self-Identified Issues

Ed went over the list self-identified issues (the 224 plans) from our 2010 report, noting that those that are highlighted have missing information. Ed additionally explained that the SLO report format is quite similar to the language used in the midterm report, including using the rubric language.

#### **4. CHAC Process**

Ed and Jill will follow-up on this process with Donna

#### **6. Planning Handbook 2012-2013**

Revisions to the handbook include:

Board Policy 1200 - GCC Mission Statement (to be approved at the February board meeting.

The Student Services Plan and the Instructional Plan need to be added

Inclusion of the eight Board Goals for 2012

Changes on pages 13/40 which define the Planning Coordinator chairing Team B and the Dean of Research, Planning and Grants as chair of Team A.

- **MSC (McLemore/Mirch)** to approve the "provisional" draft of the Planning Handbook

### **NEW BUSINESS**

#### **7. Student Services Master Plan**

The plan is scheduled to go to Campus Exec and then be brought to the IPCC in the new year.

#### **8. PLO Assessment: Identifying Students Completing Programs**

We use course level assessments as a determinant of program level assessments. After assessing degrees and programs, institutional outcomes are addressed. Yvette reported that the new SLO database is working and that in January the division assistants will be entering all additional SLO/PLO data from the fall semester. Institutional outcomes matrices are also increasing. Sarah inquired about any student survey results regarding programs and their relationship to the core competencies. Ed explained that this information should be included in both reports.

Sarah reported issues identifying students completing programs. A short one page exit survey which could be given as students enter a program of study and then apply for a certificate or degree.

Divisions could develop their own specific questions. An issue could be students "wanting" to receive a certificate/degree and those who actually receive one...Rick will follow-up on how this could effectively take place.

### **ADJOURNMENT**

The meeting was adjourned at 1:16 p.m. The next meeting will be held on January 28, 2013.

*Submitted by Jill Lewis*