

**Glendale Community College
Institutional Planning Coordination Committee**

March 11, 2013 - 12:15 p.m. in AD121

Present: Saodat Aziskhanova, Ed Karpp, Deborah Kinley, Jill Lewis, Sarah McLemore, Margaret Mansour, Mary Mirch, Ron Nakasone, Rick Perez, Alfred Ramirez, Michael Ritterbrown, Isabelle Saber, Mike Scott, Monette Tiernan, Donna Voogt, David Yamamoto, Yvette Ybarra, Solene Manoukian, Vahe Sargysyan

Absent: Hoover Zariani

Guests: Kathy Bakhit

CALL TO ORDER

Ed Karpp called the meeting to order at 12:16 p.m.

1. APPROVAL OF MINUTES

The minutes of the February 11, 2013 and mar. 11, 2013 will be approved at the April Meeting.

OLD BUSINESS

2. PLO Assessments

The progress of PLO assessments was discussed and Sarah mentioned that we should focus on capstone courses first.

3. New CHAC Process

Donna explained that the CHAC process had been finalized. Reorganization criteria has been added; however, reclassifications are not part of the CHAC process. Employees doing work outside of their usual job is covered by CSEA and Ed. Code processes. If generated by program, reclassification, reorganization and replacements will be processed through the CHAC Committee. Effective April 15th, employees must generate a "Working Out of Class" form. Managers can also notify HR that employees are working outside of their regular job duties and have reclassification issues.

4. Combined "Coordinator of Planning, Program Review, and Accreditation" released-time position

Mary explained the rationale of combining the three previously separate release time coordinator positions into an 80% release time position for one person. The three release time positions work closely and in conjunction with one another and the program manager and Dean of Research and Planning. Offering the three positions at 40% or less has not yielded any applicants and the learning curve involves an extended period of time. Having a faculty partner knowledgeable in all three areas would be extremely beneficial. Sarah shared that some colleges have created similar positions. Saodat suggested that a classified staff member be added to this developing team and also to Teams A and B.

Some small edits were made to the job description. Ed will document the changes and forward

it

to Donna who will take it to RTEP. It is anticipated that RTEP will make a recommendation no later than July 1, 2013.

5. **Standard Processes for Prioritizing Resource Requests: Memo to Standing Committee Chairs Outlining Suggested Practices.**

Ed outlined potential criteria. Requests were funded last year by the Budget Committee, the GCC Foundation and various grants such as Stem, Gateway, Gauss and Perkins.

6. **New Information from the ACCJC.**

Jill reported that the accrediting commission has made clarifications regarding Gainful Employment, State Authorization for out-of-state online students and publicizing Student Complaints via directory and processes. The commission has also requested that colleges work on setting their own "institutional standards". Ed added that this year's Annual Report to the ACCJC asked us to identify our institutional standards. We will discuss this issue in the future.

ADJOURNMENT

The meeting was adjourned at 1:30 p.m.

Submitted by Jill Lewis