

**Glendale Community College  
Institutional Planning Coordination Committee**

**June 10, 2013 - 12:15 p.m. in AD121**

Present: Ed Karpp, Isabelle Saber, Ron Nakasone, Rick Perez, Bill Elbettar (proxy for Hoover Zariani), David Yamamoto, Alfred Ramirez, Margaret Mansour, Deborah Kinley, Mary Mirch, Michael Scott, Solene Manoukyan

Absent: Jill Lewis, Saodat Aziskhanova, Yvette Ybarra, Donna Voogt, Vahe Sargysyan

Guests: Kathy Bakhit, Michael Ritterbrown

**CALL TO ORDER**

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

Mary Mirch announced that Isabelle Saber has been appointed the faculty Planning, Program Review, and Accreditation Coordinator.

**1. APPROVAL OF MINUTES**

- **MSC (Perez/Saber)** to accept the minutes of the May 13, 2013 meeting

**OLD BUSINESS**

**2. Accreditation Process and Timeline for 2016 Accreditation**

The committee discussed the draft organization and timeline for the 2016 accreditation self evaluation report. There were questions about who should serve as chair of each of the standard committees—should it be the administrator over the area, or a faculty member, or a classified staff member, or should there be co-chairs? The committee thought it would be good for the newly appointed faculty Planning, Program Review, and Accreditation Coordinator to work over the Summer to identify and recruit potential chairs and committee members. There was some discussion about electing standard committee chairs, but that did not seem to be as potentially effective as recruiting specific people.

The committee thought it would be good to have a general orientation about accreditation to the entire college community. At each faculty meeting, there should be 15 minutes given to accreditation issues as the self evaluation report is being developed. This should also occur at regular classified staff meetings.

- **MSC (Mirch/Saber)** to approve the process and timeline for accreditation, on a preliminary basis and subject to change

**3. Suggested Planning Improvements Addressing Accreditation Standards**

The committee discussed how to identify gaps in meeting the accreditation standards and how to correct them. The standard committees should work on identifying gaps, starting at the beginning of their work. The standing governance committees should be responsible for correcting the gaps. There must be communication between the standard committee and the standing committee. A chart linking the standard committees to the appropriate standing committee(s) would be very useful.

**4. Resource Requests: Prioritization and Final Approval of Reorganizations**

The committee looked at the document that it drafted (and was approved by Campus Exec) describing how reorganizations are approved. There are still questions about which committee is appropriate to prioritize different reorganization requests. There are also questions about whether a reorganization can involve changing a person's position (moving the incumbent to a newly defined position) or whether there should be an open interview process. It was decided that these issues would be brought back to the committee when Jill Lewis is present, and that the new Superintendent/President might have a perspective on these issues.

**ADJOURNMENT**

The meeting was adjourned at 1:25 p.m.

*Submitted by Ed Karpp*