

**Glendale Community College
Institutional Planning Coordination Committee**

July 8, 2013 - 12:15 p.m. in AD121

Present: Saodat Aziskhanova, Ed Karpp, Richard Kamei, Deborah Kinley, Jill Lewis, Mary Mirch, Ron Nakasone, Rick Perez, Alfred Ramirez, Isabelle Saber, Donna Voogt

Absent: Margaret Mansour, Sarah McLemore, Mike Scott, David Yamamoto, Yvette Ybarra, Hoover Zariani

Resource/Guest: Michael Ritterbrown, David Viar

CALL TO ORDER

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

1. APPROVAL OF MINUTES

- **MSC (Saber/Perez)** to accept the minutes of the June 10, 2013 meeting.

Mary announced that the ACCJC letter had been received that morning. The commission has directed us to submit a Follow-Up Report by March 15, 2014 in response to the following recommendations:

Rec. 1 – Establish a timeline and outcomes for integrated planning processed and complete assessments to an acceptable level.

Rec. 2 – SLO/PLO assessments are not sufficient and assessment cycles must be 100% completed, documented and sustainable.

Rec. 4: Employee evaluations must be at 100%. There needs to be language in the faculty contract that SLOs are a component of employee evaluations (This has not been ratified yet.) Discussion continued that assessments must be at 100% also. Our report included 73% of courses, 19% of programs, 5% certificates and 20% of degrees with completed assessments.

Mary explained that the commission will not accept anything less than 100% completion. Dr. Viar will share the information with the Board and campus community. One of our first actions will be to reconcile the current number of assessments in the database since our Midterm report was submitted and those completed at the end of the spring semester. Isabelle will talk to David Yamamoto about the SLO database. It was agreed that ultimately SLO assessment compliance is the responsibility of the division chair. The SLO Committee set guidelines for assessments to be completed at the end of the term with grades. Communications will extend campus-wide regarding the consequences of no assessments and there will be an emphasis on SLOs/PLOs at Institute Day:

The SLO Committee set guidelines for assessments to be completed at the end of the term with grades.

NEW BUSINESS**2. Resource Requests: Prioritization and Final Approval of Reorganizations**

Reorganizations have previously not had a pathway, but should be part of the program review process as they usually include reclassifications, hiring or some type of funding that require a resource request or personnel hiring request. If they occur outside the program review reporting cycle, they should go to the appropriate V.P. The proposal will be vetted through the appropriate standing committee, and then move forward to the Budget Committee, Campus Exec. and to the Superintendent./President for final decision. Any reorganizations through plans will be validated by the IPCC and follow the same process.

4. Process for Revising Plans, Establishing Common Formats & Timelines

Isabelle presented the Mutual Gains document (AR4000) outlining that all accreditation chairs must be faculty. She will be soliciting faculty members capable and willing to serve as standard chairs, writers, etc. which will be approved by Senate Exec. The subcommittees can be broadly populated with classified and management employees from Instructional Services, Student Services and Administrative Services on both campuses. Additionally, Isabelle will forward a public notice campuswide for people willing to serve on the various standard committees. Isabelle intends to gather information from campus members previously involved with accreditation reporting.

The 2010 K.H. Educational Master Plan still contains some good elements; however, there are too many unprioritized goals which could be rewritten and aligned with the four accreditation standards. The planning pyramid could be merged with instructional and CTE programs. The strategic goals could be aligned with the standards and include a hierarchy of low to high priorities. A timeline for this process would start with approval by the IPCC, be forwarded to the standing committees as information only, and then be forwarded to Academic Affairs and Division Chairs. Isabelle will develop a spreadsheet of plan approvals. Questions remain regarding who is responsible for the Student Equity Plan (the Senate or Instructional Services). Isabelle will develop a spreadsheet of plan approvals which should lead to resolution of what group will take ownership of the Student Equity Plan.

SLO/PLO responsibility is ultimately the responsibility of the division chairs. Communications will be distributed campuswide regarding the consequences to the college if assessments are not completed. "Improvement" is not good enough; assessments must reach 100% completion. The SLO Committee's position is that assessments should be completed along with grades at the end of the semester. Isabelle will connect with David Yamamoto concerning the latest SLO Data.

Due to time constraints, Ed suggested that IPCC members go to the IPCC webpage and look at the drafts of:

The Institutional Effectiveness Report 2012-2013
Planning Handbook 2013-2014.

ADJOURNMENT

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

Submitted by Jill Lewis