

**Glendale Community College
Master Planning Committee (Team A)**

October 18, 2013

1:00 p.m.

SC 212

Present: Tina Andersen-Wahlberg, Nancy McLees (proxy for Saodat Aziskhanova), Roger Bowerman, Keith Conover, Mike Dulay, Kathy Flynn, Sarkis Ghazarian, Lourdes Girardi, Jon Gold, Liz Russell, Pat Hurley, Ed Karpp, Austin Kemie, Deborah Kinley, Alice Mecom, Mary Mirch, Ron Nakasone, Elmira Nazaryan, Rick Perez, Alfred Ramirez, Toni Reyes, David Viar, Michael Ritterbrown, Scott Rubke, Isabelle Saber, Rory Schlueter, Monette Tiernan, Paul Vera (proxy for Richard Kamei)

Absent: Davit Avahyan, Kathy Bakhit, Marc Drescher, Peter Green, Rick Guglielmino, Emelyn Judge, Mary Ann Laun, Michelle Mora, Sang Nam, Michael Scott, Jeanette Stirdivant, Jan Swinton, Donna Voogt, Jan Young, Natalie Sarukhanian, John Kalpakchianian

Guest: Jean Lecuyer

CALL TO ORDER

Isabelle Saber called the meeting to order at 1:10 p.m.

APPROVAL OF MINUTES

1. Minutes of May 31, 2013

- **MSC (Flynn/Schluetter)** to accept the minutes of the May 31, 2013 Team A meeting

OLD BUSINESS

2. Garfield Campus Master Plan

Alfred Ramirez presented the updated draft of the Garfield Campus Master Plan. He responded to comments that Jean Lecuyer emailed to him previously.

- **MSC (Bowerman/L. Girardi)** to approve the Garfield Campus Master Plan

NEW BUSINESS

3. “About Planning” Presentation

Jean Lecuyer gave a presentation about planning. The presentation discussed the four pillars to a good plan, which are the mission statement, the set of values, the external scan, and the internal assessment. The components of a good plan are a vision statement, goals, strategies, performance indicators, and objectives. The plan is implemented through implementation plans. Two major committees are responsible for planning, the decision makers (Team A, aka the Master Planning Committee) and the planners (Team B, aka the Planning Resource Committee).

4. Review of College Mission Statement

Team A reviewed the college mission statement, following the annual procedure outlined in the Planning Handbook. The committee discussed the possible addition of an explicit statement about distance education in the mission statement, but decided not to recommend any changes.

- **MSC (Dulay/Schluetter)** to approve the college mission statement with no changes

5. Presentations to Inform Master Planning

Two presentations were given to help inform the master planning process. Ed Karpp gave a presentation on trends in demographics, student satisfaction, faculty/staff satisfaction, and institutional effectiveness indicators. Jill Lewis gave a presentation highlighting examples of SLO and PLO assessments leading to improvements in different divisions.

6. Revisions to the EMP

Isabelle Saber referred to the fact that the college is scheduled to revise the Educational Master Plan (EMP), starting this year. She plans to make two broad changes to the EMP. One change is aligning the major goals of the EMP with the accreditation standards. The other change is to tie EMP goals more strongly to the budget process. Team B will work on these revisions during the Fall semester and recommend the changes to Team A in Spring/Fall 2014. Participants were invited to contact Isabelle with their input.

ADJOURNMENT

The meeting was adjourned at 3:00 p.m.

Submitted by Ed Karpp, Dean of Research, Planning, and Grants