Glendale Community College
Institutional Planning Coordination Committee

November 18, 2013 - 12:15 p.m. in AD121

Present: Saodat Aziskhanova, Marc Drescher, Ed Karpp, Richard Kamei, Deborah Kinley, Jill Lewis, Mary Mirch, Alfred Ramirez, Isabelle Saber, Mike Scott, Yvette Ybarra ,Hoover Zariani

Absent: Ron Nakasone, Rick Perez, Donna Voogt, David Yamamoto, Hailey Carlson, Lucine Garibian

Resource/   Kathy Bakhit, Peter Green, Stacey Jazan, Peggy Renner
Guests:

CALL TO ORDER

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

1. APPROVAL OF MINUTES

- **MSC (Kamei/Ramirez)** to accept the minutes of the October 18, 2013 meeting with three changes.

OLD BUSINESS

2. ACCJC Follow-Up Report Due March 15, 2014

Ed reminded everyone that we have a short timeframe remaining and that the report needs to be finished up. The focus on Recommendation 2: SLO/PLO assessments needs more help specifically regarding PLO assessments being used for improvement. Ed and Jill will use information from the latest program review reports to support this section.

The next issue concerned budgeting for items such as the use of more technology for assessment and planning. Yvette stated that she and David have some information that can be used and will also be assisting with the acceleration of assessment reporting by teaching faculty to do their own data entry. Kathy added that she also has some information in C&I minutes that can be used as evidence has a process for the ongoing revision of SLO's as a result of assessments.

Mary discussed a list of defined programs which we may need to look at. We have defined programs as all degrees and certificates. We may need to review the list for redundancy and re-evaluation as there are areas listed as "programs" but there are no degrees or certificates. It appears that further definition is needed. Additionally, every AA degree needs an outcome and assessment. Mary stated that new programs, degrees and certificates should go to the ACCJC as part of a substantive change report. We need to be consistent in our reporting efforts. Kathy, Yvette and Mary had a meeting to discuss a process to be put in place regarding the development of PLOs for degrees and programs. Ed suggested that this discussion be held on a regular basis for divisions on how to assess and discuss the various issues of assessment. Ed discussed a report that the ACCJC recently forwarded regarding their scoring rubric for SLOs. This report shows the number of course assessments completed and the ranking of the 133 colleges (mostly CCC's) which responded. GCC rated 3.5 (3.4 was the average). This matter can be discussed further when we have more time to evaluate the report. Additionally, Campus Executive had discussed various campus areas which are not compliant with PLOs.

NEW BUSINESS

    3. Annual Evaluation of Planning, Program Review and Resource Allocation

    Each year we evaluate our processes. In the past few years there has been an overlap of resource requests being rated/ranked by the Budget Committee and Program Review attempting to complete their annual evaluation report. During the 2012-2013 program review process, the program review documents were distributed to the various groups starting in September and wrapping up at the end of January. The resource requests were distributed to the standing committees in early spring. The standing committees developed their own processes for prioritization and the Budget Committee started evaluating the resource requests in the summer. Final budget decisions extended into the fall term and the start of the new 2013-2014 program review reporting year. Discussions included a possible earlier release of program review documents (such as during the summer) so that the budget process for funding of resource requests could begin earlier than mid-spring. We will continue discussion of how to improve the program review, resource request and budget committee sequence and timelines.

ADJOURNMENT

    The meeting was adjourned at 1:14 p.m.

    Submitted by Jill Lewis