

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

**May 31, 2013
1:00 p.m.
CR 224**

Present: Caroline Aghajanian, Tina Andersen-Wahlberg, Yeranui Barsegyan (proxy for Jan Swinton), Keith Conover, Kathy Flynn, Lourdes Girardi, Kathy Holmes, Pat Hurley, Henan Joof (proxy for Sang Nam), Emelyn Judge, Ed Karpp, Austin Kemie, Deborah Kinley, Alice Mecom, Mary Mirch, Rick Perez, Alfred Ramirez, Bryan Ramos (proxy for Jon Gold), Michael Ritterbrown, Isabelle Saber, Rory Schlueter, Jeanette Stirdivant, Monette Tiernan, Jan Young, Hoover Zariani (proxy for Saodat Aziskhanova)

Absent: Kathy Bakhit, Roger Bowerman, Mike Dulay, Sarkis Ghazarian, Peter Green, Rick Guglielmino, James Krusling, Michelle Mora, Ron Nakasone, Elmira Nazaryan, Jewel Price, Toni Reyes, Jim Riggs, Scott Rubke, Paul Schlossman, Michael Scott, Paul Vera, Donna Voogt

Guest: Jean Lecuyer

CALL TO ORDER

Ed Karpp called the meeting to order at 1:10 p.m.

APPROVAL OF MINUTES

1. Minutes of May 3, 2013

- **MSC (Girardi/Flynn)** to accept the minutes of the May 3, 2013 Team A meeting

OLD BUSINESS

2. Garfield Campus Master Plan

Alfred Ramirez presented the updated draft of the Garfield Campus Master Plan. He focused on the Garfield Campus mission statement and the goals of the plan.

- **MSC (Girardi/Kemie)** to approve the Garfield Campus Mission as revised:

“The Garfield Campus provides education and student services to the local community, meeting the critical needs of adults and high school students to achieve success through continuing education, workforce training, and college preparation aligned with district mission goals. The Garfield Campus prides itself on its values of quality education and excellent service.”

The goals of the Garfield Campus Master Plan generated much discussion. Some committee members were concerned that several points under the goals, such as the proposed line item for Garfield Campus marketing, were action items rather than goals. There were questions about the draft language referencing financial aid and allocating courses below collegiate level from credit to noncredit.

- **MSF (Schlueter/Stirdivant)** to table the Garfield Campus Master Plan
- **MSC (Mirch/Schlueter)** to approve a first reading of the Garfield Campus Plan as revised, and to bring the plan back to a future Team A meeting in Fall 2013

3. Annual Goals for 2013-2014

The committee discussed setting Annual Goals for the 2013-2014 budget, based on the Annual Goals from the previous year and discussion at the May 3, 2013 Team A meeting.

- **MSC (Flynn/Saber)** to adopt the following as Annual Goals for 2013-2014:

“The following goals reflect the college's vision of developing financial efficiency while supporting student success and educational excellence.

1. Scheduling will respond to data (EMP 1.3.1.e.7), including a review of room ownership (EMP 3.4.1.b.8).
2. Action Step 4.2.1. Develop a framework for defining programs in terms of how they meet GCCD's primary, secondary, and tertiary missions. This stratification provides the relative value of programs and services to GCCD's mission. (EMP-2010-245)
3. Streamline the transition from Non Credit to credit (EMP 3.4.3.a)
4. The college will continue its work in competing for grants and pursue additional business partnerships that will provide additional funding. (SS-2010-162)
5. The college will allocate on-going funding so that the replacement of equipment and technology can be scheduled and planned based on industry standards. (SS-2010-135)
6. The college will implement its two-year projection into its budget process. (SS-2010-165)
7. Investigate means of increased coordination and communication among the diverse student labs, including technology development and training with the goal of more consistent data collection, standard assessments (SLOAC), and possible economies of scale. (SS-2010-087)
8. Continue to assess student learning outcomes at the course, program, and institutional levels and use assessment results for continuous improvement. Further develop the SLO database to improve the college's reporting and planning capabilities with regard to SLOs. (SS 2010-021 & 022)
9. Faculty will continue to explore, evaluate and implement delivery modes and methods of instruction that meet the objectives of the curriculum and support student needs. (SS-2-10-023)
10. The college will strengthen governance relationships and promote trust by an ongoing self-evaluation process of the state of shared governance including an annual leadership survey. (SS-2010-177).
11. The college will improve its use of communication tools (e.g., Facebook, Twitter, Instagram, Tumblr, etc.) to provide information to students, faculty, staff, and the community and to share college accomplishments more widely.
12. The college will clarify its hiring prioritization processes (IHAC, SSHAC, and CHAC) and how decisions are made about which positions will be funded.
13. The college will develop a “green” policy and implement it in order to work toward reducing the use of paper and improving the college's impact on the environment.”

4. Institution-Set Standards for Accrediting Commission

The committee discussed setting institutional standards, as required by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges. The Academic Senate recommended the following standards at its May 16, 2013 meeting: 67% for course completion rate, 47% for retention rate, 350 for student degree completions year, 800 for student transfers per year, and 200 for student certificate completions for year.

- **MSC (Stirdivant/Schlueter)** to adopt the Senate's recommendations for institution-set standards (67% for course completion rate, 47% for retention rate, 350 for student degree completions year, 800 for student transfers per year, and 200 for student certificate completions for year)

ADJOURNMENT

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

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