

**Glendale Community College
Institutional Planning Coordination Committee**

March 10, 2014 - 12:15 p.m. in AD121

Present: Ed Karpp, Deborah Kinley, Jill Lewis, Sarah McLemore, Mary Mirch,
Ron Nakasone, Rick Perez, Deborah Robiglio, Isabelle Saber, David Yamamoto

Absent: Saodat Aziskhanova, Alfred Ramirez, Yvette Ybarra, Hoover Zariani

Resource/ Kathy Bakhit, Michael Ritterbrown
Guests:

CALL TO ORDER

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

1. APPROVAL OF MINUTES

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

OLD BUSINESS

2. IPCC Validation of Resource Requests from Plan Review – Non-Credit Matriculation

Deb Kinley and the counselors at Garfield reviewed the plan. Isabelle suggested that specific items be designated as completed to show progress (IIA5). Deborah Robiglio clarified this as “Modified/Alternative Services”.

Request #1 Funding for summer counselors and the Coordinator of the Career Center.

Ed shared the new Integrated Planning Flowchart with the committee and explained that IPCC’s job is to validate the request using the Validation Form. This could be marked as “C” for compliant or “NC” for non-compliant similar to what Program Review uses. Deb explained that NC Funding has changed. The group agreed that Request #1 was Compliant. It was decided that the wording be changed to clarify that this funding is to expand the hours for existing counselors.

Request #2 Update Career Counseling materials, books, DVDs and computer software (Eureka). It was agreed that we should check to see if the maid campus EUREKA could be used at Garfield. Deb will investigate this. Mary added that we have talked about “one college”, however; one campus or two campuses sharing resources need to receive equal services as credit. Isabelle suggested that we table this issue to see if combining resources will be sufficient.

MSC (Saber/Kamei) The committee recommends and recognizes the validity of Student Services and Garfield combining resources. The matter will be discussed and if possible a report will be made next month as to what can be shared and what cannot to promote uniform services.

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

In an effort to determine how well are things working there should be a self-evaluation of the three processes.

A.) Program Review improvements for the future.

1.) David stated that multiple divisions can't share a request. Could divisions collaborate to share a single resource. Mary discussed an increase in the divisions having groups working together and that we are seeing a breakdown of "silos". It was agreed that this is a great concept but we need to work on a practical process.

2.) The Process and validation are not public. EMP goals should look at the greatest need. Results should include scoring and comments. The requestor needs to know the rationale for a decision of "non-compliant". Sarah asked to add a section as to whether the request has been recently funded as it would be helpful for looking at the "outcomes" of previous requests. Other ideas included multiple items that do or must go together versus multiple items on a single requests that have no relationship; multiple items being prioritized by the writer and also reevaluating the prioritization criteria. Alternative funding (such as the Foundation) is not assured, but certainly welcomed. Additional ideas should be forwarded to Ed.

4. New Accreditation Standards

Isabelle shared a handout from a "gap analysis" session with Core 3 and Campus Executive to identify any "problem areas" as related to the standards. She shared the list of action items and the due date. IPCC will review the progress of this list each meeting. All governance committees are going to evaluate their goals.

Additionally, we have definitions for ILO's, but we do not have actual applications. Degree pathways could be tied to ILO outcomes. Ed suggested that we could target specific graduation requirements and the "assessing" could be accomplished indirectly.

ADJOURNMENT

The meeting was adjourned at 1:16 p.m.

Submitted by Jill Lewis