

**Glendale Community College
Institutional Planning Coordination Committee**

May 12, 2014 - 12:15 p.m. in AD121

Present: Ed Karpp, Richard Kamei, Deborah Kinley, Jill Lewis, Sarah McLemore, Ron Nakasone, Rick Perez, Isabelle Saber, Deborah Robiglio, Mike Scott, Teyanna Williams, David Yamamoto

Absent: Saodat Aziskhanova, Marc Drescher, Mary Mirch, Alfred Ramirez, Yvette Ybarra, Hoover Zariani, Arin Fiterz, Kevork Nalbandian

Resource/ Guests: Kathy Bakhit, Michael Ritterbrown

CALL TO ORDER

Ed Karpp called the meeting to order at 12:18 p.m.

1. APPROVAL OF MINUTES

- **MSC (Kamei/Saber)** to accept the minutes of the April 21, 2014 meeting with corrections.

OLD BUSINESS

2. Accreditation Gap Analysis: Progress Reports

Ed will be updating Gap Analysis progress regularly on the website. Teyanna gave an update on the progress of the EEO and Staff Development plans.

3. Mini-Handbook / Planning at a Glance

The EMP remains unchanged. The Annual Goals were reviewed at the Team A Meeting on May 9, 2014. The group re-organized them to be more useful and three goals were moved to a list of operational principles. Two new goals were added and the list will go to Team B and then Campus Exec for approval.

The latest version of the "Pyramid", also known as the GCC Comprehensive Plan replaced the previous Strategic Master Plan and is aligned with the Accreditation Standards. Discussion ensued regarding the timing of changes to the Annual Goals.

NEW BUSINESS

4. Revision of Annual Evaluation of Integrated Planning

It was agreed that Team A would participate in the annual Program Review process. The need to revise the current "Plan Review" process was also discussed. It was agreed that this summer all documents could be updated at one time.

5. Review of CHAC Process

No process changes have been made yet regarding new positions and replacement positions. Team A discussed more commonality among hiring committees. Discussion continued regarding who looks at the variety of positions requested through program review and how decisions for the number of positions from each group (IHAC, SSHAC, and CHAC) can be filled. The Senate and IPCC need to look at IHAC and SSHAC and how the number of positions is decided. Issues surrounding the differences in IHAC and SSHAC processes were discussed. Librarians and counselors don't count toward the FON. In the case of IHAC replacement positions, final decisions are made by the Instructional VP.

CHAC positions are a separate negotiable issue between the Union and management. CSEA and HR have been reviewing the CHAC process. Sarah pointed out that this issue is also connected to last year's discussion regarding lab technicians. A process for short term versus emergency positions also remains unresolved.

Goal 12 from Teams A and B: The college will clarify its hiring prioritization processes and how decisions are made regarding which positions will be filled.

- **MSC (Saber/Williams)** the IPCC will study and document the hiring processes on campus as they relate to planning.

6. Communication Strategies

Isabelle shared that she applied for a Campus Project Support grant sponsored by the student government for the creation of video's to explain and illustrate the college's program review, planning and accreditation processes.

ADJOURNMENT

The meeting was adjourned at 1:15 p.m.

Submitted by Jill Lewis