

**Glendale Community College
Institutional Planning Coordination Committee**

August 11, 2014 - 12:15 p.m. in AD121

Present: Zohara Kaye (proxy for Richard Kamei, Ed Karpp, Deborah Kinley, Jill Lewis, Mary Mirch, Rick Perez, Alfred Ramirez, Isabelle Saber, Teyanna Williams, Yvette Ybarra, Andrew Young)

Absent: Saodat Aziskhanova, Marc Drescher, Sarah McLemore, Ron Nakasone, Deborah Robiglio, David Yamamoto, Hoover Zariani

CALL TO ORDER

Ed Karpp called the meeting to order at 12:17 p.m.

APPROVAL OF MINUTES

1. **MSC (Kinley/Ramirez)** to accept the minutes of the May 12, 2014 meeting.
2. A quorum was not present for the June 9, 2014 meeting and therefore it was cancelled.

OLD BUSINESS

3. **Accreditation Gap Analysis: Progress Reports**

NEW BUSINESS

4. **Revision of Annual Evaluation of Integrated Planning**

Budget Process: The evaluation has been completed.
Team A & B: Will be reporting separately to IPCC
Resource Request Allocation: Ed suggested that we make some "notes" regarding details such as disclaimers regarding funding issues, etc.

5. **Self-Evaluation Survey for Committees: IPCC Response**

No responses have been received yet. Ed will resend the form.
Questions include:
How the committee is performing?
How does it support the mission and student learning?
What recommendations could improve performance?
Ed asked the group to think about potential questions so that we can draft a response in fall.

6. **Timelines for Updating College Plans**

We do not have any updates yet. Dr. Viar suggested that we do not make any updates or revision to the plans at this. We should wait until after the visit to make changes. We can work on a timeline and Team B can address this next year.

7. **Communication Strategies for Planning, Program Review, and Resource Allocation**

Paul Schlossman and the marketing committee should be able to develop a plan to get the message out to the campus community regarding program review, planning processes and accreditation. Faculty Institute Day was discussed as a possibility. Andy stated that Dr. Viar

wants to focus that day on the celebration of faculty. Andy suggested that a faculty meeting might be the best option. Program review can focus on division chairs. Isabelle mentioned a one page handout that Mt. SAC used to capture people's attention with a simplified outline or mini brochure which could become a campus campaign. While we do encourage participation of all programs with program review, there is no repercussion if programs do not report. Yvette reported that C& I has recently approved a policy that if a program has not completed program review, no new class development will be approved.

8. Clarification of Hiring Prioritization Processes

Team A previously raised questions concerning the CHAC process. Discussions regarding the process took place at the Administrative Executive retreat. IHAC has new process documents in place (including a revised timeline) which need to be shared with program review. The SSHAC taskforce will be making recommendations in September. CHAC has been working on formalizing a process for "emergency" hiring. It was agreed that this needs to come to IPCC and to program review prior to the release of the 2014-15 documents to ensure that all processes are aligned.

9. Organization of IPCC, Program Review Committee, and Planning Committees in Governance Structure.

The members overwhelmingly agreed that Program Review should be part of IPCC. Campus Executive has stated a strong "No" that IPCC is already a subcommittee and therefore cannot have another subcommittee reporting to it. Rick suggested another idea that we create "satellite communities" such as Program Review, Accreditation and Planning which would create a nucleus around IPCC. Andrew did not favor having two systems of governance. Mary pointed out that Campus Exec. has multiple committees under it and that the list is increasing.

The group looked at the structure of Academic Affairs, Student Affairs and Administrative Affairs now reporting to Campus Exec. Teyanna added that any structural changes would need to follow our administrative regulations and that the Board is the authority not Campus Exec. Andy pointed out that we need a wider discussion regarding the restructuring of governance committees. Mary added that another element is the participation of all constituencies. Additionally, we should also look at all committees, particularly those reporting to Campus Exec. Isabelle suggested that we not try to create a whole new structure but separate out the small issues and that program review, planning and accreditation be their own entity. It was agreed that it would be best not to make a major change at this time as it would likely become a two year process and that we should wait until after the 2016 accreditation visit. Additionally, we need a viable program review committee

MSC (Saber/Perez) that IPCC recommend to the Governance Review Committee that it investigate making IPCC a standing committee and making Team A and the Program Review Committee subcommittees of IPCC

MSC (Perez/Young) that IPCC recommend to the Governance Review Committee that it investigate making the Budget Committee and the Enrollment Management Committee subcommittees of IPCC, if IPCC becomes a standing committee

ADJOURNMENT

The meeting was adjourned at 1:31 p.m.

Submitted by Jill Lewis