Glendale Community College
Institutional Planning Coordination Committee

September 8, 2014 - 12:15 p.m. in AD121

Present: Saodat Aziskhanova, Ed Karpp, Richard Kamei, Jill Lewis, Sarah McLemore, Mary Mirch,
            Ron Nakasone, Rick Perez, Deborah Robiglio, Isabelle Saber, Teyanna Williams,
            David Yamamoto, Yvette Ybarra, Andrew Young, Hoover Zariani

Absent: Marc Drescher, Deborah Kinley, Alfred Ramirez

Guests/   Kathy Bakhit, Michael Ritterbrown
Resources

CALL TO ORDER

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

APPROVAL OF MINUTES

1. **MSC (Saber/Kamei)** to accept the minutes of the August, 11, 2014 meeting.

OLD BUSINESS

2. **Accreditation Gap Analysis: Progress Reports**
    Ed asked if there were any updates or progress on the Student Services report.
    Rick stated that he had given updates to Isabelle. Isabelle mentioned that "Role of the
    President and Board" had been clarified. She added that "First drafts" were due at the end
    of September and should be put on Share Point. Teyanna pointed out that despite delays
    there had been tentative approval for the HR document. The EEO meeting will take place
    on September 25 and the Staff Development Plan and job descriptions were in progress.
    Record retention and mandatory child abuse were in the works.

    Isabelle reported that Richard and Andy would be discussing Guild and Senate issues
    regarding the Ethics Policy. They also have a direction regarding the objective of General
    Education.

3. **Self-Evaluation Survey for Committees: IPCC Response**
    No feedback had been received from IPCC members. The first question was to explain the
    manner in which the committee's mission supports the overall mission of the college as well
    as student learning. Discussion ensued concerning the duties of Team A and IPCC and that it
    is not clear which group does what. The question of "overlap" of the two committees came up
    at the August meeting.

4. **Process for Urgent Resource Requests.**
    Personnel requests can be taken to the Budget Committee and then to Campus Executive for a
    final decision. Non-personnel requests should go through the governance process to the
    appropriate committee (Academic, Administrative or Student Affairs). There has been difficulty
    with requests "bypassing the process". It was suggested that we agree to support a process and
    then follow it!

5. Resource Request Process: Appeals/Handling Recommendations of "No"

It was also suggested that "No's" be publicized so that everyone on campus is clear. The "bottom line" is that the President has the final say. It was suggested that notes be put into the Board report showing "approvals" and possibly names. Ed will bring a formalized plan for the process back to the next meeting. An "appeals process" was also suggested. One option to speed up the process is to start a comment and feedback discussion. This will be discussed at the next meeting.

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NEW BUSINESS

6. Timelines for Updating College Plans
This topic will be taken up at the next meeting.

7. Institutional Effectiveness Report 2013-2014
Ed shared a new draft which was shown to Team B. Highlights included "indicators, mission, institutionally set standards, and institutional goals. How we can measure these has not been determined. The body of the document will include diversity, more trends and analysis. It was suggested that student services, student equity and institutional effectiveness be melded together. Ed asked for the committee's help/suggestions regarding possible campus events and innovative improvements.

8. Addressing Concerns with Resource Request Ranking Procedures
The Governance Review Committee has expressed some concerns about how the resource requests were ranked and that perhaps everyone on the committees did not participate in the rating process. The prioritization process needs to be improved. Ed sent out a memo to the applicable committees regarding "best practices of prioritization".

ADJOURNMENT

The meeting was adjourned at 1:30 p.m.

Submitted by Jill Lewis