Glendale Community College
Institutional Planning Coordination Committee

May 11, 2015 - 12:15 p.m. in AD121

Present: Saodat Aziskhanova, Marc Drescher, Richard Kamei, Ed Karpp, Deborah Kinley, Jill Lewis, Mary Mirch, Sarah McLemore, Ron Nakasone, Deborah Robiglio, Isabelle Saber, Teyanna Williams, David Yamamoto, Yvette Ybarra, Hoover Zariani,Gayane Iskandaryan, Serena Zadoorian as proxy for Arin Sadeghi

Absent: Rick Perez, Alfred Ramirez, Andrew Young
Guests:

CALL TO ORDER

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

1. APPROVAL OF MINUTES

- **[MSC] (Kamei/Zariani)** to accept the minutes of the April 20, 2015 meeting.

OLD BUSINESS

2.   Accreditation Gap Analysis: Progress Reports
There was no news to report at this time.

3. Strengthening the Link Between SLO/PLO/ILO Assessment and Planning - Update
A small group has been meeting with Sarah and David to discuss strengthening the link between SLOs, PLOs and ILOs. They have also been discussing the ILO: Critical Thinking at the mastery level with Julie Ginsberg, Roger Bowerman, Yvette Ybarra and Terrence Yu.

4. Institutional Effectiveness Goals - Update
The Institutional Effectiveness group will be adding Goals onto the Chancellor's Office website before the June 15 deadline. . Board approval is anticipated for the May Board Meeting. Yvette announced that the ILOs were recently revised with input from the Senate. She will forward it to Ed for dissemination and will work with division chairs to connect PLOs with ILO and reminding all that PLOs can now be attached to more than 1 ILO.

Saodat stated that the foundation would be willing to pay for the new campus banners to publicize our mission statement and ILOs at Garfield and the main campus. The banner project was approved at Senate. Yvette added that the revised ILOs are simplified and easier to "fit in". Sarah and Yvette will be creating a rubric.

5. Shared Understanding of College Strengths and Weaknesses of the College- Update
This will be an internal college wide activity and we will need a process to get started in order to determine where there may be "holes". We can use our GAP Analysis as a starting point to set priorities and communicate our strengths. Program Review will also provide examples and information regarding our strengths and weakness and completion rate data. The standing committees should be looking at assessments and any specific trends, etc.

NEW BUSINESS

6. **Use of Campus Profile/Data by Governance Committees.**
   Enrollment data, student success and assessment data, demographics, trends, completion rates, and resource requests can all yield valuable information. We need to reduce our reliance on printed material and learn where to find the materials we need.

7. **Dissemination of SLO, PLO and ILO Assessment Results.**
   David and Yvette are going to help people to look at data and are working on a training video. They will be cleaning up the learning outcomes database to be current to fall 2014.

8. **Student Pathways – Development, Communication, and Scheduling.**
   We have made progress defining pathways and a commitment to students so they can reach their goals on time. We need to make pathways clearer. We are purging classes no longer used from the Catalogue and making information for "spring or fall only" classes pubic for students. Student based scheduling is still not "institution wide". We are required to state when classes are offered.

   We must make changes to be more "Student Centered. This is a cultural change for us. Nancy and Austin may find more effective scheduling tools. This will be a good topic for the Division Chair Retreat. Enrollment Management will also be discussing these issues this week.

9. **Assessing Progress Toward Goals**
   This is required by Accreditation Eligibility Requirement 19. Sarah's goal for next year is "cleaning up programs". We need to build a system to keep information current. We are required to assess our progress toward goals. ILO assessments can show how we are meeting our goals and which ILOs point toward our EMP goals.

   Ed has drafted minor changes to BP 3250 Institutional Planning, deleting the word "matriculation". The corresponding AR 3250 now includes how Plans go through the program review process.

   [MSC] (Yamamoto/Ybarra) to approve the changes to BP 3250 and AR 3250.

   We do not have a Code of Ethics. Teyanna suggested that we develop one code for all employees. This should be discussed at Campus Executive.

ADJOURNMENT

The meeting was adjourned at 1:28 p.m.

Submitted by Jill Lewis