

**Glendale Community College  
Institutional Planning Coordination Committee**

**September 14, 2015 - 12:15 p.m. in AD121**

Present: Ed Karpp, Zohara Kaye, Deborah Kinley, Jill Lewis, Sarah McLemore,  
Ron Nakasone, Alfred Ramirez, Michael Ritterbrown, Deborah Robiglio, David Yamamoto,  
Andrew Young, Tzoler Oukayan (as proxy for Rick Perez), Beth Kronbeck

Absent: Saodat Aziskhanova, Marc Drescher, Teyanna Williams, Yvette Ybarra, Hoover Zariani  
Student Representatives: Daniel Ghanbari, Eliza Suluyan

Guests/Resources: Daphne Dionisio

**CALL TO ORDER**

**ANNOUNCEMENTS**

**1. ACCJC Enhanced Monitoring**

Ed discussed a notice the college received from the accrediting commission that we are under “enhanced monitoring status” related to SLO progress from our Annual Report in March. Ed explained that this status will be updated positively when the college can show more program review data evidence concerning curriculum and ILOs. This should be reflected in our next annual report in March 2016. The college currently gathers core indicators for ETE and Perkins funding. Divisions provide information regarding graduates getting jobs but we don’t have a process to track students who do not get “standard jobs”. We need to come up with a plan if our numbers go below our own standards. Ed will add a new “field” in the program review document to help track this. Andy suggested that there should be some approval process for institutionally set standards. He asked for this matter to be forwarded to Academic Affairs.

**APPROVAL OF MINUTES**

**2. {MSC} (Kinley/Nakasone)** to accept the minutes of the June 8, 2015 meeting.

**OLD BUSINESS**

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

Ed emphasized the importance of paying attention to progress with the Gap Analysis as we start working on the final version of the Self Evaluation Report.

**Action Items:** We need to verify that the current mission and vision statement are correctly posted at all college sites.

Discussions: Better use of the Campus Profile.  
Effectiveness of governance committees.  
Committees should use data to inform decision making.

Ed asked if any other listed gaps have been closed. Concerning III.C campuswide wireless connection, we need an update from Marc Drescher regarding the four year completion plan. Lynda.com went to Staff Development however there are cost concerns. Connie and Fabiola are providing many staff development workshops regarding technology. Committee Assignment – Look at the accreditation document on Share Point. Review your own area and look for any “new gaps”

Sarah stated that per Standard II A.3 we need a centralized location for course outlines. Daphne suggested that we add a "priority" column for this shared understanding of our strengths and weaknesses.

**4. Critical Thinking ILO and PLO Assessments**

Sarah, Yvette, and David and Terrence met with the SLO Committee on writing more action oriented SLOs, incorporating Global Awareness and adding dialogue descriptions across the campus. College-wide assessment trends could be used in ILO reports and then decide what to do next such as "piloting" "Critical Thinking". PLO outcomes could reflect ILOs and perhaps we could tie some ILOs to Student Equity. Daphne is working to establish a pilot program using Moodle and Grade Book to assess SLOs, PLOs and ILOs. We could aggregate student data using different "student groups"

**5. CHAC Process Update – Replacement of Classified Positions**

The Planning Handbook states that CHAC should look at new and replacement positions. Ron stated that CHAC vacancies can happen at any time. Last year a vacancy occurred in the VP area and it was justified at Admin. Exec. Ron suggested that importance to the college must be considered and would like this type of replacement to take place if necessary without involving the CHAC committee. Andy stated that if some replacements are refilled immediately, others invariably get "lost". Ed suggested that this be discussed with CSEA. Ron will put something together for the next meeting.

**6. Annual Evaluation of Integrated Planning, Program Review & Resource Allocation Process for 14-15.**

Team B evaluated some items and Ed will add strengths and weaknesses in order to evaluate these processes.

**7. Online Campus Profile and Community Profile**

This has been updated online under Reports and Publications and includes information such as demographics, employment and unemployment data and K-12 information.

**8. Governance Committee Survey**

Ed will forward the questions to the committee. The survey includes four areas which include process changes, committee response, committee challenges and measurements of efficiency indicators. We need to ID things that need improvement.

**9. IPCC Committee Mission Statement**

{MSC} (Ritterbrown/Oukayan) to keep the mission statement as is.

**ADJOURNMENT**

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

The next meeting will be held on October 12, 2015

*Submitted by Jill Lewis*