

**Glendale Community College  
Institutional Planning Coordination Committee**

**October 12, 2015 – 12:15 pm in AD 121**

Present: Ed Karpp (chair), Marc Drescher, Rick Perez, Yvette Ybarra, Beth Kronbeck, Deborah Kinley, Sarah McLemore, Saodat Aziskhanova, Eliza Suluyan (ASGCC), Ekaterina Nikitina (ASGCC, proxy for Daniel Ghanbari), Alfred Ramirez, Ron Nakasone, Teyanna Williams, Andy Young, Zohara Kaye, Hoover Zariani, Michael Ritterbrown

Absent: Deborah Robiglio, David Yamamoto, Jill Lewis

Resource: Daphne Dionisio

**CALL TO ORDER**

**APPROVAL OF MINUTES**

1. **MSC (Ramirez/McLemore)** to approve the minutes of September 14, 2015 as corrected

**OLD BUSINESS**

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

The committee discussed items on the gap analysis document that have not been completed. One item is the proposed use of the Campus Profile to inform the decisions of governance committees. The committee discussed the idea of asking each governance committee to agendize the Campus Profile. Alternatively, it was suggested that committee minutes could be reported on a new template with space to identify sources of data used in decision-making. Sarah McLemore will bring examples of forms from other schools asking for data and/or references to ACCJC standards. The Governance Review Committee will look at possible examples.

Another gap involves access to information about learning outcomes assessments. The Learning Outcomes Committee is working on how to better disseminate assessment results from the Learning Outcomes Database. Yvette Ybarra will bring an update to the next IPCC meeting.

Another gap involves a regular process for reviewing publications and the website to ensure that policies, procedures, the mission statement, etc. are up to date.

The gaps identified for Standard III.C listed at the bottom of the gap analysis document can be deleted; all of them have been addressed in the standard.

### **3. CHAC Process Update: Replacement Classified Positions**

A written procedure documenting the process for prioritizing and approving replacement CHAC positions (in addition to requests for new CHAC positions) is still needed. Ron Nakasone will bring wording to the next IPCC meeting.

### **4. Annual Evaluation of Integrated Planning, Program Review, and Resource Allocation for 2013-2014 Process**

Ed Karpp presented the nearly complete evaluation draft of the evaluation of the 2013-2014 cycle. The section on program review still needs to be completed.

Andy Young communicated a request from the Governance Review Committee for the IPCC to recommend faculty coordinators for planning and/or program review. This item will be added to the agenda for the next IPCC meeting.

### **5. Governance Committee Survey**

Ed Karpp presented a draft response to the governance committee survey due in October. Zohara Kaye presented responses from Richard Kamei, who served as Guild President on IPCC last year. **MSC (Kaye/McLemore) to approve the survey response incorporating Richard Kamei's additions.**

## **NEW BUSINESS**

### **6. Integrated Planning Handbook 2015-2016**

Ed Karpp presented a draft of the Integrated Planning Handbook. He asked committee members to review the draft for possible approval at the next IPCC meeting. The committee discussed reviewing the handbook with an eye towards the items in the gap analysis document. It will be useful to include processes in the Integrated Planning Handbook that resolve the identified gaps.

### **7. Disseminating SLO/PLO/ILO Results and Program Review Results**

Communicating assessment and evaluation results is a gap that is still being addressed. Yvette Ybarra will update the committee on communicating assessment results at the next IPCC meeting.

### **8. Quality Focus Essay (Accreditation Requirement)**

The new accreditation standards require a Quality Focus Essay that identifies two or three issues the college plans to address in the near future. The committee discussed using the evaluation information from the accreditation standard sections to identify the issues for the QFE. The committee will be involved in recommending overarching issues to be included in the QFE.

**9. Rescheduling November 9, 2015 and April 11, 2016 Meetings**

Due to the November 9 observance of Veterans Day, the November 9 IPCC meeting will be rescheduled to November 16. Due to Spring Break, the April 11, 2016 IPCC meeting will be rescheduled to April 18, 2016.

**ADJOURNMENT**

The meeting was adjourned at 1:15 pm.

The next meeting will be held on November 16, 2015 at 12:15.

*Minutes recorded by Sarah McLemore and Ed Karpp.*