

**Glendale Community College  
Institutional Planning Coordination Committee**

**November 16, 2015 - 12:15 p.m. in AD121**

Present: Saodat Aziskhanova, Ed Karpp, Zohara Kaye, Deborah Kinley, Jill Lewis, Sarah McLemore, Ron Nakasone, Alfred Ramirez, Michael Ritterbrown, David Yamamoto, Andrew Young,  
Absent: Marc Drescher, Beth Krombeck, Rick Perez, Deborah Robiglio, Teyanna Williams, Yvette Ybarra, Hoover Zariani.

Student Representatives: Daniel Ghanbari, Eliza Suluyan

Guests/Resources: Daphne Dionisio (Guest)

**CALL TO ORDER**

**APPROVAL OF IPCC MINUTES**

1. **[MSC] (Aziskhanova/Kinley)** to accept the minutes the October 12, 2015 meeting.

**REVIEW OF SUBCOMMITTEE MINUTES**

2. **Master Planning – Team A**  
**[MSC] (Young/Kaye)** to accept the minutes of the May 8, 2015 Team A Meeting
3. **Program Review** – The Committee has not yet convened so there were no minutes to approve.

**OLD BUSINESS**

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

The college will provide public notification of the Evaluation Team Visit and it will be made public on the college website in Summer 2016. We were given a choice of dates and selected either October 3 or 10, 2016. Our SLO Database page including assessment results will be available via guest log in for the evaluators at our 2015 site visit.

Standard IB.8 states the we have a shared understanding of the strengths and weaknesses and our ILO of Critical Thinking could be used as evidence.

Our routine for assuring that all institutional policies, procedures and publications match and are the most current. Ed and Beth met with Dr. Viar recently to discuss our progress with these issues. All evaluations must have a component of SLOs. This could become part of our Administrative regulation, Code of Ethics.

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

This process takes place annually.

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

Ed asked the committee to look at the handbook on the IPCC Website. The handbook outlines five years with updates, the four goals of the EMP, new outcome measures and the review of processes. New paragraphs regarding program review and requests for replacement of classified employees

were added. Ron shared a handout outlining existing positions and retirements. If the VP agrees on a replacement position it will move forward to Administrative Exec next. CSEA comment is needed and issues could revolve around requirements for new or more funding. This would move forward on a CHAC request form. Ed will add this process into the Planning Handbook.

Several issues remain regarding definition of new positions and replacement issues. Ron will bring back some final language to clarify the process at the next meeting. Additionally, there is no appeal process for resource request issues.

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

Sarah is heading a work group looking at Critical Thinking as an ILO.

#### **8. Quality Focus Essay**

Ed and Beth have been working on identifying measureable goals for this new Self Study requirement (not to exceed 20 pages) which would include identification of themes of what would help us improve and possibly main themes we would like to work on such as the following:

1. Integration of plans (Andy suggested that we integrate our plans with our budgeting process.)
2. Evaluation of assessments not limited to SLO's and could involve potential workshops.
3. Identification of a tool for the evaluation of HR.

Ron suggested that the Facilities Master Plan, should also be tied into hiring and integrated planning. Ed, Jill and Beth will bring an outline back to the December IPCC meeting.

### **NEW BUSINESS**

#### **9. Institutional Effectiveness Goals**

The shared a summary chart as part of this Chancellor's Office request. We need to set short and long term goals for the following score card indicators: Completion Rate, College Preparedness, Unprepared for College, Remedial Rate, CTC Rate, Course Completion Rate, Degrees and Certificates and Student transfer rates to four year institutions. We must set minimum standards and reach a goal. Short term goals are one year and long term goals can be up to six years. Some of these were discussed at the Team B meeting: Fiscal Viability as a percentage of Total Expenditures, Fund and Cash Balances and Audit findings. Gaps in achievement is being looked at. Ed will calculate "gaps".

#### **10. Institutional Effectiveness Report 2014-2015**

Ed presented score card and other information to Team A in the spring and to the Board at their Retreat in December. All of our indicators are tied to our Mission, Vision Statement and EMP goals.

### **OTHER**

At the Team A meeting on Nov. 13 our processes for resource allocation were discussed. Routine operations should be budgeted and this will be on our agenda for the next meeting.

### **ADJOURNMENT**

The meeting was adjourned at 1:21 p.m.

The next meeting will be held on December 24, 2015

*Submitted by Jill Lewis*