

**Glendale Community College
Institutional Planning Coordination Committee**

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

Present: Sarah McLemore, Saodat Aziskhanova, Marc Drescher, Zohara Kaye, Ed Karpp, Jill Lewis, Michael Ritterbrown, Ron Nakasone, Rick Perez, Beth Kronbeck, Teyanna Williams, Andy Young

Absent: Deborah Kinley, Alfred Ramirez, Deborah Robiglio, David Yamamoto, Yvette Ybarra, Hoover Zariani

Guests/Resources: Daphne Dionisio (Guest)

CALL TO ORDER

APPROVAL OF IPCC MINUTES

1. **[MSC] (McLemore/Young)** to accept the minutes the November 16, 2015 meeting.

REVIEW OF SUBCOMMITTEE MINUTES

2. **Master Planning – Team A:** No new minutes
3. **Program Review –** No minutes

OLD BUSINESS

4. Accreditation Gap Analysis: Progress Reports

The committee went through the items of the gap analysis document for progress reports.

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

This evaluation process takes place annually. A new form is being put together for the evaluation of the 2014-2015 process for 2015-2016 budgeting.

6. Disseminating SLO/PLO/ILO Results and Program Review Results

The Learning Outcomes Committee is working on recommendations for reporting assessment results. Representatives of the Learning Outcomes Committee were not in attendance, so this item was not discussed in detail.

7. Quality Focus Essay

The committee discussed the structure of the QFE for the institutional self evaluation report. Michael Ritterbrown suggested that program pathways be added as one of the QFE topics. Ed Karpp said it could be incorporated into the integrated planning section of the essay.

NEW BUSINESS

8. **College Mission Statement**

The college mission statement was revised to match the institutional learning outcomes revised by the Senate earlier in 2015. The only change to the mission statement was the list of ILOs in the first bullet point showing the six revised ILOs instead of the previous seven ILOs.

[MSC] (Young/McLemore) to approve the revision to the college mission statement.

10. Resource Requests for Regular Operating Needs

At previous meetings, including Team A, representatives of some programs indicated that the only way to allocate resources for general operations, such as replacement blinds and projector bulbs, was to go through program review. However, Facilities has a work order system and IT has resources for such routing operational issues, and some programs do not use program review to handle such issues. It was agreed that costs for maintenance or consumables for classrooms ought to be covered by some kind of maintenance fund.

ADJOURNMENT

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

The next meeting will be held on March 14, 2016.

Submitted by Jill Lewis