

MASTER PLANNING – TEAM A

MEETING MINUTES

April 29, 2016

STUDENT CENTER

Present: Ed Karpp (Chair), Saodat Aziskhanova (CSEA), Lisa Brooks (Guest), Sevada Chamras (Joint Faculty), Keith Conover (Joint Faculty), Andrineh Dilanchian (CSEA), Daphne Dionisio (Joint Faculty), Marc Drescher (Admin), Mike Dulay (Joint Faculty), Zohara Kaye (Guild), Beth Kronbeck (Joint Faculty), Troy Davis (Joint Faculty), Eric Hanson (Admin), Robert Hill (Admin), Emelyn Judge (Joint Faculty), Deborah Kinley (Admin), Jill Lewis (Manager/Confidential), Ron Nakasone (Admin), Elmira Nazaryan (Admin), Amir Nour (Guest), Christine Ovasapyan (ASGCC), Rick Perez (Admin), Alfred Ramirez (Admin), Toni Reyes (Admin), Michael Ritterbrown (Admin), Deobrah Robiglio (Joint Faculty), Pamela Rosas (CSEA), Scott Rubke (Joint Faculty), Jan Swinton (Admin), Tom Voden (Admin), Monette Tiernan (Joint Faculty), Paul Vera (Joint Faculty), Jan Swinton (Admin), Teyanna Williams (Admin), Jan Young (Joint Faculty)

Absent: Seboo Aghajani (CSEA), Tina Andersen-Wahlberg (Admin), Kathy Flynn (Joint Faculty), Nancy Getty (Joint Faculty), Sarkis Ghazarian (Joint Faculty), Lourdes Girardi (Joint Faculty), Erika Goins (ASGCC), Jon Gold (Joint Faculty), Peter Green (Joint Faculty), Walter Malkhasyan (ASGCC), Michelle Mora (Admin), Liz Russell (Joint Faculty), Paul Schlossman (Admin), Rory Schlueter (Joint Faculty), David Viar (Admin), Andy Young (Senate)

Quorum: 33/47 Voting Members

**Call to Order:** The meeting was called to order by Ed Karpp at approximately 1:45 p.m.

- I. Approval of Minutes
  - a. The minutes from November 13, 2015 were reviewed.
    - ***It was MSC (Perez/Ritterbrown) that the Minutes from November 13, 2015 be approved without corrections.***
- II. Information Update: Accreditation
  - a. We are in the process of going through the final drafts of the self-study.
  - b. Standard I is done.
  - c. Standard II and Standard III are being worked on.
  - d. Standard IV is approximately 85% done.
  - e. Draft will go to the Board in May for First Reading and the Second Reading will be in June.
  - f. An Accreditation Flyer will be passed out at Institute Day.
  - g. The Visiting Team will be here on October 3 – 6, 2016.
  - h. Results will not be known until February 2017 (after the Commission meets in January 2017).
- III. Institutional Effectiveness Report
  - a. Ed Karpp presented a Power Point Presentation reviewing how well we achieved the mission and our EMP Goals.

- b. This is supposed to answer the question, “Is GCC meeting its Mission and Goals?”
- c. All of this data comes from the Institutional Effectiveness Report (available at: [www.glendale.edu/researchplanning](http://www.glendale.edu/researchplanning)).
- d. The Mission statement was divided into ten sections with the institution’s performance being measured against established indicators for each section.
- e. Potential Implications:
  - i. There is a need to look at assessments of ILOs to prioritize which outcomes to address for improvement.
    - 1. Critical thinking has been identified as a first priority.
  - ii. Transfer rate is decreasing slightly, however this matches a statewide trend.
  - iii. Degrees and Certificates awarded is lower than the statewide average.
  - iv. CTE Employment Rate has been consistently below the state average.
  - v. Scorecard CDCP Rate is variable but for the past two years has been below the state average.
  - vi. Achievement gaps are consistent across many indicators, particularly when comparing Latino Students and African American students with the general student population.

#### IV. Annual Goals for 2016 – 2017

- a. Based on the Annual Goals that were approved at Team A last year we will revise and have new Annual Goals for 2016-2017.
- b. The purpose of the goals is to pull things out of the EMP and other plans that we have and prioritize Resource Requests based in part on the Annual Goals we have set for next year.
- c. The issues that the Guild brought up at the recent Budget meeting regarding Steve Marsden’s 2011 report, “Why Are We So Special?” was discussed.
  - i. The report analyzed data comparing GCC with other colleges and Districts.
  - ii. One issue that was brought up at Budget was that the college has not dealt with the report and the issues that were identified in the report in prioritizing and in coming up with things like annual goals.
  - iii. Are we ignoring some issues or expenditures that were mentioned in the report?
  - iv. There was concern that this data is out of date and irrelevant.
  - v. Another Team A meeting will be scheduled to discuss what the issues are and to help understand where our expenditures are and income is and how we can relate this information to the prioritization that Team A does.
- d. The Annual Goals for 2016-2017 were reviewed and discussed.
  - i. *Annual Goal #1: Increase the number of students transitioning from Noncredit to Credit.*
  - ii. *Annual Goal #2: Formalize the process for the use of assessment results in program improvement.*
  - iii. *Annual Goal #3: Develop clear strategies regarding the use of marketing and communication to increase enrollment and retention.*
  - iv. *Annual Goal #4: The college will develop and communicate a sustainability policy, and implement in order to work toward reducing the use of paper and reducing the college’s impact on the environment.*
  - v. *Annual Goal #5: Enhance the total student experience, including elements such as a safe and effective learning environment, academic excellence, high standards and expectations, personal growth, global and social awareness, leadership and experiential opportunities, international experiences, a culture of participation (membership, voting, etc.), a role in decision-making, pride for the organization/institution, exposure to potential careers, and a personal, intellectual and professional identity.*

- vi. *Operating Principle #1: Course/program scheduling will be based on college mission, student demand, fill rates, and graduation requirements and spread across various time blocks to facilitate access.*
  - vii. *Operating Principle #2: The pursuit of future grants and business partnerships will be based on alignment with the college mission, “total cost of ownership,” and development of a specific plan for institutionalizing grant-funded programs.*
  - viii. *Operating Principle #3: Faculty will continue to have a leading role in the exploration, evaluation, and implementation of delivery modes of instruction that meet the objectives of the curriculum and support student needs.*
  - ix. *Operating Principle #4: The college will allocate adequate funding to support the Technology Plan.*
  - x. *Operating Principle #5: The college will continue the cyclical evaluation of its shared governance structure to ensure wide participation in decision making and the alignment of processes with its mission.*
- ***It was MSC (Ritterbrown/Dulay) that the revised Annual Goals be accepted.***

- V. Update to Educational Master Plan
- a. The committee reviewed the updates which included all the work done since November 2015.
  - b. Responsibility area has been added.
  - c. Ed Karpp reviewed the four Strategic Goals:
    - i. Goal 1: Improve Student Awareness, Access, Persistence and Success.
    - ii. Goal 2: Strengthen Economic and Workforce Development.
    - iii. Goal 3: Support Instructional Programs and Student Services.
    - iv. Goal 4: Improve Fiscal Stability and Diversification (Enrollment Management).
- ***It was MSC (Perez/Kaye) that the Update to the 2016 – 2017 Educational Master Plan be Approved.***

- VI. Institution-Set Standards and Institutional Effectiveness Goals
- a. Ed Karpp presented Institution-Set Standards and Effectiveness Goals which was recently approved by Senate.
  - b. Minimum Goals and Stretch Goals were reviewed.
  - c. For informational purposes three reports were reviewed:
    - i. Collegewide Institution-Set Standards for Student Achievement.
    - ii. Program Institution-Set Standards
    - iii. Institutional Effectiveness Goals

Meeting Adjourned at 3:30 p.m.  
 Next Meeting: TBD  
 Minutes Recorded by: G. Lui