| **Standard** | **Responsible Group** | **Action Item** | **Deadline** | **Status** | **Notes** |
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|  |  |  |  | ITDevelop a software indexDec 2014 |  |
| I.B.9, I.C.5 | Dr. Viar | Develop a routine for ensuring that all published instances of institutional policies, procedures, and publications match each other and are the most recent version; develop policy (AR) for all campus publications |  | 2) In Progress | Public Information Office/Paul Schlossman |
| III.A.13 | HR, Dr. Viar | Our codes of ethics policies don't include consequences (consequences are required in Standard III.A.13) |  | 2) In Progress |  |
| III.A.6 | Human Resources, Dr. Viar | A written process for communicating, monitoring, tracking evaluations which should include a trigger mechanism to the evaluator(s) / Automated performance tracking system |  | 2) In Progress | TEYANNA LOOKING AT SOFTWARE FOR TRACKING – 3/27/2015: Neogov can do this |
| I.B.8 | Jill Lewis | Communicate shared understanding of college strengths and weaknesses | Spring 2015? | 2) In Progress | IPCC? Admin Exec to work with IPCC or other group to look at reports, summarize strengths and weaknesses based on reports and trendsJill to ask Ani - 10/8 - wait for Jill |
| II.A.6 |  | IIA.6. The institution schedules courses in a manner that allows students to complete certificate and degree programs within a period of time consistent with established expectations in higher education. FOLLOW UP IN FALL WITH MICHAEL RITTERBROWN, ED KARPP, AND JAN SWINTON RE: PATHWAYS TO COMPLETION  |  | 2) In Progress | FOLLOW UP IN FALL WITH MICHAEL RITTERBROWN, ED KARPP, AND JAN SWINTON RE: PATHWAYS TO COMPLETION; STILL NEED INFORMATION FROM LETICIA ESTRADA, COMPLETE VISUAL PATHWAYS |
| I.A.4 | Core 3 | Verify Mission is current on all college sites | Apr 2014July 2014 | 2) In Progress | ~~Ed to contact Ann Simon and obtain copies of new mission to be posted at various locations.~~Project with David Yamamoto initiated. |
|  | HR | Tracking licenses that require periodical updates (driver’s license, nursing, etc…) | Dec 2014 | 2) In Progress | Teyanna investigating software to address this; estimate for software (Neogov) received |
| III.A.1 | HR | Develop process to evaluate employment equity – diversity of employees with comparison to area community colleges | Dec 2014 | 2) In Progress | Trends should be included in Campus ProfileDiversity plan (climate survey/interface with student equity/exit interviews3/27/2015: Ed will work on this |
| I.B.3 | Instructional Services | -This is being worked on by chairs and David Yamamoto, I believe, but it will be essential that all SLO reports/assessments be "viewable" (i.e., not have parts or elements cut off) on the database page. All assessments that are currently in the database need to be checked for "viewability." ALSO: Is there an official name for the "database" to be used when referring to it in Accreditation reports? DAVID YAMAMOTO TO FOLLOW UP |  | 2) In Progress | DAVID YAMAMOTO TO FOLLOW UPBeth to email SLO Committee |
| II.A.3 | Instructional Services | All SLOs to be updated | Mar 2015 | 2) In Progress | SLOAC committee is working on policies for ongoing updates…distribute changes in the Fall 14 |
| II.A.3 | Instructional Services | Quality of SLOs | Oct 2014 | 2) In Progress | To be discussed at C&I, Academic Affairs, SLOAC CommitteeSCOAC committee is working on policies for ongoing updates ….distribute changes in the Fall 143/27/2015: Policies being reviewed now |
| II.A.5, II.A.12 | Instructional Services | Create criteria for placing courses in local General Education requirements |  | 2) In Progress |  |
| II.A.6, II.C.6 | Instructional Services | Development of pathways for degree/certificate completion, including pathways for CTE | Dec 2014 | 2) In Progress | In conjunction with Student Services to ensure that catalog lists all courses that are offered intermittentlyTemplates are available for transfer degrees….This was brought up with the division chairs, but task has not yet been completed. Ed to bring item to next Deans’ meeting.Jan Swinton has pathways for CTE from K-12 to university….we have some publications and a grant Ed to bring up issue at next Deans’ meeting.Standard IIA team encouraged to speak directly with Jan Swinton.3/27/2015: Needs to be restarted |
| III.C.4 | IT | Professional development on technology – coordination of professional development on technology | Mar 2015 | 2) In Progress | Work with Staff Development/HRStaff Development to include technology workshops in its offerings in 2014-15 and beyond 🡪 incorporate in Staff Developmental Plan and delineate implementation steps3/27/2015: Marc working on this for IT staff; also Lynda.com being investigated for all staff |
| III.A.1 | President’s Office, HR | A Board policy and Administrative Regulation for Classified Hiring / selection process – need AR & BP (new) |  | 2) In Progress | Administrative Exec Summer Retreat |
| III.A.11 | President’s Office, HR | Inventory of grievances and complaints - INTEGRATED REPORT FOR ALL CATEGORIES – high priority | Dec 2014 | 2) In Progress | HR to track and implement a system of archiving employee complaints, student complaints, union grievances. Teyanna investigating tracking software. Admin Reg could be developed for how to implement and who may access database.3/27/2015: IT developing a solution, need to work on procedures to implement |
| I.B.1 | Sarah McLemore, Yvette Ybarra | Create system for analyzing SLO and PLO assessment results and concerns to appropriate groups; Assess ILOs, report on assessment results, direct concerns to appropriate groups / Develop a means of directly assessing ILOs/core competencies. | Spring 2015? | 2) In Progress | Learning Outcomes Committee? IPCC?Pilot group |
|  | Student Services | Updating students’ goals in SEP. On page 71, it says that this information is collected on the college application and it may be updated through online registration. |  | 2) In Progress | PART OF AIS PROJECT – SPEAK WITH RICK PEREZ RE: THIS ISSUE |
| I.C.5 | Student Services | Publish information about how distance-education students might obtain academic counseling (and other) services online. The assumption appears to be that all students are on the main campus and will receive counseling in person. There is no information about how to contact a counselor by phone, email, or through online counseling. (I wrote Jeanette S. about this in December 2014 but received no response.) For contrast, see Pasadena or Long Beach’s counseling websites: <http://www.pasadena.edu/studentservices/counseling/online.cfm> or <https://onlinecounseling.lbcc.edu/counselinghome/counselinghome.cfm>. |  | 2) In Progress | Rick Perez: we will have online counselingLook in Standard II.C draft, Robert Hill |
| II.A.6, II.C.6 | Student Services | Development of pathways for degree/certificate completion, transfer goals | ~~Dec 2014~~ Mar 2015 | 2) In Progress | In conjunction with Instructional Services  |
| II.A.6, II.C.6 | Student Services | Ensure that catalog lists all courses that are offered intermittently | ~~Dec 2014~~ Mar 2015 – by February 2016 | 2) In Progress | Catalog taskforce in conjunction with Instructional Services Catalog taskforce – Catalog Team/ Rick and Mary. ALSO: See above in Instructional Services list: Ed is also following up on this item.3/27/2015: Rick Perez is re-establishing the Catalog Task Force. |
| I.B.9, I.C.1 | Student Services, Web Oversight Committee | Clean up the website / prioritize what students need to see and easier to find the information.Correct the myriad outdated and inaccurate pages on the GCC website. A search for almost any information turns up some old and incorrect information. A couple of examples: (a) The Classified Employee Handbook posted online is from 2001: <http://www.glendale.edu/index.aspx?page=1253> (I wrote Val D. about this today). (b) Information about Research Across the Curriculum (now an inactive program, as far as I know) is from 2009: <http://www.glendale.edu/index.aspx?page=2470>. | ~~Nov 2014~~Mar 2015 | 2) In Progress | TMS/Pat Hurley working on this - forwarded to Web Oversight Committee |
| I.B.3 | Yvette Ybarra, David Yamamoto | Disseminate SLO assessment results and program review results, both within the campus community (Standard I.B.8) and to students and the public as indicators of educational quality. (Standard I.C.3) |  | 2) In Progress | Develop a user friendly web page that summarizes assessment results; send out link to LOD (guest access); President communicates availability of SLO data periodically (end of semester) |
| I.B.1 | Core 3 | SLOs and Syllabi – contact chairs re: regular submission  | Apr 2014 | 2) In Progress - Ongoing | Done. Isabelle followed up with email to chairs in June and will send another reminder before the start of Fall. |
| I.B.9 | Core 3 | Revise the EMP | Ongoing | 2) In Progress - Ongoing | Team B -– Ongoing |
|  | Student Services | Hold and document discussions on standards of achievement that were recently adopted and develop an action plan in case those standards are not achieved | Jun 2014 | 2) In Progress - Ongoing | Student Equity Plan |
| III.B.1 | Student Services | ADA Compliance | ~~Mar 2015~~ | 2) In Progress - Ongoing | Campus Development/Rick and Ron |
| III.B.1 | Administrative Services | Develop a plan for campus police presence at Garfield | Dec 2014 | 3) Done | Proposal due at Budget Committee in June 2014 to add another officer through alternative funding with scheduled presence at Garfield Campus. (Ron)3/27/2015: Plan done, hiring underway |
| I.B.8, I.C.3 | Core 3 | ER 19 is supposed to be addressed in Standard I.B.9. One part of ER 19 is not covered thus far in the draft: “The institution assesses progress toward its stated goals and makes decisions regarding improvement through an ongoing and systematic cycle of evaluation, integrated planning, resource allocation, implementation, and reevaluation.” Question: Do we conduct assessments of progress toward annual goals and publish the results each year? |  | 3) Done | Institutional Effectiveness Report – goals need to be phrased so they are measurable |
| III.A.13 | Ed Karpp | Link to Institution-Set Standards from GCC home page, under “About GCC.” Add a page to the website about quality indicators that is easy to find from the home page. |  | 3) Done |  |
| III.A.14 | Human Resources | A system for evaluation professional development programs (evaluation form, survey, etc.) |  | 3) Done | Moving to new process |
|  | Instructional Services | Identify institution-set standards for each program. |  | 3) Done |  |
| II.A.12, II.A.14 | Instructional Services | Demonstrating competencies | Dec 2014 | 3) Done | Tie to ILOs…Establish indirect assessment via exit surveys.ACTION ITEM: Ed to develop a survey to be sent via email to this year’s (and subsequent) graduates. |
| II.A.15 | Instructional Services | When programs are eliminated or requirements significantly changed, appropriate arrangements are made so that enrolled students may complete in a timely fashion...Our current Enhancement/Sunset policy was approved by the Senate in 2004, and by Campus Exec in 2008.  (why this strange disconnect in time?)  This policy likely should be revisited. Should there be a BP or AR defining how students may complete if a program is eliminated? |  | 3) Done | ISABELLE TO ASK THE SENATE IN EARLY FALL TO REVIEW THE POLICY AND DETERMINE IF ANY CHANGES ARE WARRANTED.Academic Affairs and Senate reviewing proposed new AR 4021 (October 2015) |
| II.A.3 | Instructional Services | Update C&I website with approved course outlines. |  | 3) Done |  |
| III.C.1, III.C.3 | IT | Address the issue of intermittent wireless connection on main campus | Nov 2014 | 3) Done | 3/27/2015: Access points increased; network upgrade planned |
| I.B.6 | Jill Lewis | After the program review committee is formed and program review procedures refined, update information in the Integrated Planning Handbook and on the website. |  | 3) Done | Assessed program review and moved to three-cycle |
| III.A.14 | President’s Office | Professional development for non-faculty employee groups | Mar 2015 | 3) Done | Work with Staff Development Office |
| III.A.5 | President’s Office | A Board Policy and Administrative Regulation for Classified Administrator evaluations, and an administrator evaluation form that includes participation in SLOs. (Standard IIIA) |  | 3) Done | Administrative Exec Summer Retreat |
| II.A.8 | Research, Planning, and Grants | The institution validates the effectiveness of department-wide course and/or program examinations, where used, including direct assessment of prior learning. The institution ensures that these examinations are free of test bias and measure the intended learning outcomes. | Dec 2014 | 3) Done | MATH, ENGLISH, CR ESL, NC ESL,; ANY OTHERS? ALSO INVESTIGATE WHETHER ANY COURSES USE STANDARDIZED LICENSING EXAMS AS PART OF THEIR COURSE ASSESSMENT (ISABELLE TO FOLLOW UP WITH CHAIRS)Work with the Senate—See Standard IIA |
| II.A.7 | Senate | -The Course Overview form issue needs to be resolved by Senate or appropriate body. (I understand that overviews for all classes are soon-to-be uploaded, access-to-all, on the website; some degree of uniformity will be expected.)  |  | 3) Done | YES- ALL SYLLABI ARE TO BE UPLOADED TO SHAREPOINT BEGINNING FALL 2014. |
| II.A.3 | Senate, Human Resources | Re-evaluate and change the process for updating the minimum qualifications book to ensure that information is accurate and current |  | 3) Done | UNDERWAY WITH ACADEMIC SENATE |
| I.C.3 | Student Services | Create a new tab on website called “Student Success” with links to student accountability reports, campus profile, etc… | ~~June~~ Dec 2014 | 3) Done | Work with IT – 3SP Advisory/Jeanette Stirdivant 3/27/2015: Link exists but not tab |
| II.C.3 | Student Services | Improve access to support services, including library services, at Garfield | Dec 2014 | 3) Done | Student Services Cabinet/Jeanette Stirdivant and Deborah Kinley3/27/2015: Analysis has been done |
| II.A.10 | Instructional Services, Rick Perez | How do we make available to students our transfer of credit policies? |  | 3) Done | It appears we are not currently meeting this standard.  Kathy was referred to AR 4236 but the text is not available online (although minutes suggest it was approved by the Senate in 2011).  According to Kathy, Michelle Mora added creating a policy to her to-do list. THE LANGUAGE, IT IS BELIEVED, IS IN THE CATALOG. RICK TO FOLLOW UP.3/27/2015: Need to update policies10/7/2015: Ed to talk to Rick |
| III.A.6 | President’s Office | Evaluation of ALL personnel responsible for student learning 🡪 rewrite administrative evaluations to include SLOs | Sep 2014 | 3) Done | Dr. Viar to update administrative checklist for instructional managers and division chairs. Work with HR |
| Appendix K of Manual for Self Evaluation | Superintendent/President’s Office | Public Notification of Evaluation Team Visit and Third Party Comment | June 2016 | 3) Done | Public notice must be given about the evaluation visit and the public’s opportunity to comment through the ACCJC’s form for public comment |
| III.A.2 | Administrative Services | GASB45 funding |  | 3) Done | NO FIX YET.3/27/2015: Ron working with BudgetCOMPLETED – IRREVOCABLE TRUST, CALPERS IS TRUSTEE |
| II.A.3 |  | Gap in providing comparable tutoring access to DE students |  | 3) Done | DR. VIAR SUGGESTS THAT SHANT SHAHOIAN CONTACT DIVISION CHAIRS AND HAVE FACULTY HOLD DISCUSSIONS ON WHETHER VARIOUS ONLINE TUTORIALS (SUCH AS THE KHAN ACADEMY) COULD BE INCORPORATED ON A LIST OF SUGGESTED SITES FOR STUDENTS TO UTILIZE FOR SUPPORT.* ESTABLISH ONLINE TUTORING IN TUTORING CENTER VIA SKYPE.
* DIVISIONS WITH TUTORING CENTERS THAT ARE ONLY OPEN DURING THE DAY TO ESTABLISH A DEFINITION OF WHAT IS CONSIDERED TO BE “COMPARABLE” FOR NIGHT AND DE STUDENTS AND ATTEMPT TO OFFER SOME LEVEL OF SERVICES TO THOSE POPULATIONS.
 |
|  | Core 3 | Implement a Data Center | Jun 2014 | 3) Done | Work with IT - Done |
| Appendix H of Manual for Self Evaluation | Core 3 | Publicize USDE regulations on institutionally defined learning achievements | Jun 2014Jul 2014 | 3) Done | ~~Jill to follow up~~Beth to compare to standards |
| I.A.1 | Core 3 | Determine whether Mission is clear on intent on student body served | May 2014Nov 2014 | 3) Done | Team B to draft language this summer, to be sent to Team A and subsequently to Campus Exec and BOT . |
| I.A.2 | Core 3 | Measure whether Mission is accomplished – Link student//retention data to Mission | May 2014Sep 2014 | 3) Done | Ed is working on this. |
| I.A.2 | Core 3 | Does the 2013 revision of the mission statement fit the college in 2014? We need to make sure that GCC helps immigrants and those who need job retraining to achieve their goals.  | Fall 2014 | 3) Done | TEAM B TO REVISE MISSION THIS SUMMER AND PRESENT NEW LANGUAGE TO TEAM A IN THE FALL |
| I.A.3 | Core 3 | Governance committees to annually assess their effectiveness- develop a survey  | Jun 2014 | 3) Done | Work with GRC and Frankie Strong – Initial survey sent out to all governance committee chairs with a requested return date of 9/30/14. A more comprehensive survey will be developed by GRC in Fall 2014. |
| I.B.3 | Core 3 | Include on Team A website the standards of achievement adopted by the Senate | Apr 2014 | 3) Done | Ed will add this to Team A website |
| I.B.3 | Core 3 | Publish a report to display standards for course completion, retention, etc…. by state-defined standards and measures | Jun 2014Jul 2014 | 3) Done | New Institutional Effectiveness ?BOT report (July 2014) to cover this |
| I.B.3 | Core 3 | Evaluate the effectiveness of activities implemented (for example, through the Student Equity Plan) to mitigate achievement gaps. |  | 3) Done | 3/27/2015: Part of process, cycle |
| I.B.9 | Core 3 | Efficacy of planning process  | Jun 2014 | 3) Done | IPCCCore 3 to come up with a timeline for all plans – Discussion occurring in Team B. Will be completed by end of summer. |
| I.C.5 | Core 3 | Make available the results of Isabelle’s spring 2014 survey of governance committees, which requested self-evaluation and recommendations for improved processes. |  | 3) Done | Available on SharePoint |
| II.A.4 | Core 3 | Distinguishing between collegiate and subcollegiate offerings | Jun 2014 | 3) Done | Track practices in developmental courses – Standard IIA to investigate. |
|  | HR | Update HR Strategic Plan | Jun 2014 | 3) Done | Done – Forwarded to Administrative Affairs in September 2014 for review. |
|  | HR | Write Diversity/EEO Plan | Aug 2014 | 3) Done | These are split into two separate plans.EEO Plan: Teyanna has solicited help from two other campuses; the group is getting together in July (and Rick is joining them) to develop the plan.Diversity Plan: a diversity taskforce has been formed to work on the plan. A tentative outline will be done by mid-July. |
|  | HR | Update Staff Development Plan | Jun 2014 | 3) Done | Almost finished 3/27/2015: Went to Campus Exec |
| III.A.1 | Human Resources | Re-evaluate the need to restore the Cultural Diversity Coordinator and Student Equity Coordinator positionAFTER CAREFUL CONSIDERATION AND ANALYSIS, RTEP HAS MADE THE DETERMINATION TO ELIMINATE THE CULTURAL DIVERSITY POSITION, BUT HAS ELECTED TO RETAIN THE STUDENT EQUITY COORDINATOR POSITION.  |  | 3) Done | AFTER CAREFUL CONSIDERATION AND ANALYSIS, RTEP HAS MADE THE DETERMINATION TO ELIMINATE THE CULTURAL DIVERSITY POSITION, BUT HAS ELECTED TO RETAIN THE STUDENT EQUITY COORDINATOR POSITION. |
|  | Instructional Services | Write Student Equity Plan | Dec 2014 | 3) Done | Part of the 3SP – Ed, Rick, and Terrence working on early draft and will coordinate their efforts with the coordinator once he/she is appointed to the position.III.B.1 II.C.6I.C.5s - need ing ystem |
| I.C.5 (?) | Instructional Services | Integrity of all means of delivery | June 2014Oct 2014 | 3) Done | Link to DE Substantive Change Report—Substantive change report completed and will revise this summer for ACCJCNote: Jill spoke to Susan Clifford on June 19, 2014 to clarify points that need to be covered in the follow up to the Substantive Change Report. * Faculty Training – content/pedagogy
* Evidence of student readiness
* Information on providing services to DE students

ACCJC has asked for Program Review documents pertaining to DE 🡪 ACTION ITEM: incorporate questions in revised PR 2014-15 document pertaining to DE . |
| II.A.5, II.A.12 | Instructional Services | Develop learning outcomes for General education areas |  | 3) Done | GELOs |
|  | IT | Revise IT plan | Oct 2014 | 3) Done | In Progress – a subgroup of 4C’s is working on a new five-year plan which should be presented to IPCC in October 2014. |
| I.B.1, I.B.3 | President’s Office | Review of key indicators with BOT | Nov 2014 | 3) Done | Student Success Scorecard data and Academic Senate approved “Institutional Standards” – will be presented to the BOT at its July 22, 2014 meeting. |
| III.A.13 | President’s Office | Development of a code of ethics for managers | Sep 2014 | 3) Done | Code of Ethics adopted by managers at MaC Group meeting on May 20, 2014. Code will be included in the 2015 Catalogue. |
| III.D.12 | President’s Office | Was Lindsay evaluated according to the procedure in BP 2435? |  | 3) Done | NO NEED TO LOOK AT PAST EVALUATIONS. REPORT ON PRESENT STATUS OF EVALUATION PROCEDURES: DR. VIAR WAS EVALUATED THIS YEAR UNDER BP2435.  |
| IV.B.4 | President’s Office | Add accreditation as a role to BP 2415 (Superintendent/President Role)?  | MAY 2015 | 3) Done | NEXT YEAR’S REVIEW BY BOT |
| IV.B.4 (?) | President’s Office | Should BP 2415 (Superintendent/President Role) be amended to explicitly address this standard? | MAY 2015 | 3) Done | NEXT YEAR’S REVIEW BY BOT |
| IV.C.10 | President’s Office | Update BP for board evaluations | Nov 2014 | 3) Done | BOT agreed to policy update language at its May 28, 2014 special meeting and the revisions are working through governance review and take five months before the board can take finale action in October 2014.  |
| IV.C.10 | President’s Office | Trustee Evaluation instrument ([http://archive.glendale.edu/policies&regulations/ARweb/AR9280.htm](http://archive.glendale.edu/policies%26regulations/ARweb/AR9280.htm)): this AR is listed under Chapter 2 of the BPs & ARs but has not been renumbered |  | 3) Done |  |
| IV.C.10 | President’s Office | The new standard requires linking these (Board) evaluations to academic quality and institutional effectiveness: should AR 9280 be amended to explicitly link these? |  | 3) Done | TO BE REVIEWED AT A LATER TIME.3/27/2015: New BP 2745 on Board evaluation addresses this |
| IV.C.11 | President’s Office | Are board member interests disclosed? There is nothing in board policy that states they must/do disclose. Note: Form 700 (**Statement of Economic Interests**) is filed annually with the California Fair Political Practices Commission |  | 3) Done | DR. VIAR TO FOLLOW UP WITH ANI. |
| IV.C.12 | President’s Office | Board Policy 3200 – Accreditation (and AR 3200) could not be found online but there were several references to this in minutes from various meetings. This was reviewed & approved by the Academic Senate in 2010 and went to Academic Affairs but apparently has stalled somewhere in the process. |  | 3) Done | WAS THIS BP POSSIBLY RENUMBERED? DR. VIAR TO FOLLOW UP. |
| IV.C.5 | President’s Office | There is a BP on how Board of trustees handle BPs – but the process for handling ARs is not addressed within this BP (Standard IV) |  | 3) Done | BOT does not handle AR’s. The adoption of AR’s is left to appropriate standing committees with final approval made by Campus Exec (Is this not covered in the Governance Document?) |
| IV.C.5 | President’s Office | Academic Senate has determined ‘institutionally set standards’ and these have been forwarded to Campus Executive who in turn will forward them to the Board. | JAN 2015 | 3) Done | THIS PERTAINS TO THE ACADEMIC SENATE’S INSTITUTION-SET STANDARDS, TO BE REVIEWED BY BOT AT ITS JULY 2014 MEETING.3/27/2015: Cycle in place |
| IV.C.8 | President’s Office | Does the BOT have a process for regular evaluation of policies & bylaws? Is such evaluation linked to the mission? | JAN 2015 | 3) Done | DISCUSSED AT MAY 2014 BOARD RETREAT. DR. VIAR WILL ESTABLISH A TIMELINE FOR CYCLICAL REVISIONS OF POLICIES AND BYLAWS. |
| IV.C.9 | President’s Office | Is there an ongoing training program for board development & new board members? | JAN 2015 | 3) Done | THIS IS PART OF THE BOARD ANNUAL FOCUS AREAS AND OUTCOMES MEANES. NEW BOARD MEMBER TRAINING IS BEING ESTABLISHED BY DR. VIAR |
| IV.C.9 | President’s Office | Develop and implement an ongoing training program for board members | Nov 2014 | 3) Done | BOT reviewed policies and practices regarding board development at its May 28, 2014 special meeting, developed Focus Areas for 2014-15 that incorporated a section on board development, and directed staff to prepare a board policy on new member orientation.3/27/2015: Policy in place |
|  | Senate | Outcomes broken down by subpopulations - delete | Jun 2014 | 3) Done |  |
|  | Senate | Develop/Revise a statement code of ethics for faculty | Jun 2014 | 3) Done | Work with the Guild – Dr. Viar is developing a similar language for managers.Senate has reviewed existing language (double check with Andy Young). If complete, include in 2015-16 catalog. |
|  | Senate | Philosophy of GE – develop language | Jun 2014 | 3) Done | Currently, we have language on the “objective” of GE in the catalogIsabelle to follow up with Andy Young after July 1 for 2015-16 catalog. |
| I.C.6 | Student Services | Add a box of summary on the total cost of education on key ~~brochures~~ publications such as the Class Schedule  |  | 3) Done | Marketing/Paul Schlossman and Pat Hurley |
| II.C.8 | Student Services | Backups of student records and how far back they should go | ~~Mar 2015~~ ~~DONE~~ | 3) Done | Student Services Cabinet/Rick |
| III.A.3 | Student Services | Board Policy 5010 – Student Services Mission Statement is now Admissions and Concurrent EnrollmentThe original BP was deleted on 1/17/12 and is at VP of Student Services office to be renumbered and will return as AR 5000. It is scheduled to go to Campus Executive on 4/11/14. |  | 3) Done |  |

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Additional Items brought forward by the 9 Standards:

**Standard IIA (Maria Kretzmann/Forrest Fordyce)**

IIA.11.  How do we make available to students our transfer of credit policies?

Jeanette and Ramona are taking AR4236 through the governance process (RP – Sep 2014)

Page 49 of the catalog (same for the Web). This is also stated in the schedule of classes on page 11 of the Fall 2014 schedule.

The policy should include language about ensuring that the SLOs for transferred courses are comparable to those for our own courses.

As far as I know, transfer credit is currently granted on a case-by-case basis by Division chairs or discipline experts, who must compare syllabi for units, course content and rigor.

RP: I spoke briefly to Jenny and she indicated that counselors clear prerequisites for those courses “articulated”, and the chairs do a case-by-case reiew of those courses from other college and universities that are not articulated. Is this true? YES.

The second part of this question is about how we develop articulation agreements appropriate to our mission, which may need some clarification as well.   I have a general statement from Richard, but the articulation webpage does not make our general policies clear. RICK TO FOLLOW UP WITH RICHARD CORTES. Please let me know if instruction needs to develop a board policy and Administrative Regulation to specify how GCC develops articulation agreements appropriate to our mission.

RC: I have several concerns:

1. Don’t we usually create Board policies based out of Title 5 Ed Code, and if so, nothing is delineated for Counseling and Articulation. In fact, the chapter 6 subsection 51500 to 51503 (counseling services) was repealed for reasons unknown to me.
2. We need to be careful to not mix my job description with procedures. My job as articulation officer is multi-faceted, and it would be a difficult feat to summarize in an Admin. Reg. We have 100+ page manual explaining our duties as AO’s.
3. How would we briefly “cherry-pick” what goes on the Admin Reg? Would the Admin Reg be drafted for faculty to understand’ and if so, I don’t think an Admin Reg would be sufficient
4. The procedure for developing articulation agreements varies by system. It is very complex to simply lay out on an Admin Reg.

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Prepared by Isabelle Saber

March 10, 2014

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