

MASTER PLANNING – TEAM A
MEETING MINUTES
December 2, 2016

AD 217

Present: Ed Karpp (Chair), Emin Azarian (ASGCC), Saodat Aziskhanova (CSEA), Lilit Bazikyan (ASGCC), Sevada Chamras (Joint Faculty), Anthony Culpepper (Admin), Andrineh Dilanchian (CSEA), Marc Drescher (Admin), Daphne Dionisio (Joint Faculty), Mike Dulay (Joint Faculty), Zohara Kaye (Guild), Beth Kronbeck (Joint Faculty), Troy Davis (Joint Faculty), Lourdes Girardi (Joint Faculty), Nancy Getty (Joint Faculty), Sarkis Ghazarian (Joint Faculty), Eric Hanson (Admin), Robert Hill (Admin), Emelyn Judge (Joint Faculty), Deborah Kinley (Admin), Maria Kretzman (Proxy for Keith Conover) (Joint Faculty), Michelle Mora (Admin), Elmira Nazaryan (Admin), Rick Perez (Admin), Alfred Ramirez (Admin), Peter Stathis (Admin), Toni Reyes (Admin), Michael Ritterbrown (Admin), Deobrah Robiglio (Joint Faculty), Pamela Rosas (CSEA), Scott Rubke (Joint Faculty), Liz Russell (Joint Faculty), Luisa Salazar (Proxy) (CSEA), Paul Schlossman (Admin), Rory Schlueter (Joint Faculty), Jan Swinton (Admin), Monette Tiernan (Joint Faculty), Paul Vera (Joint Faculty), Jan Swinton (Admin), David Viar (Admin), Teyanna Williams (Admin), Andy Young (Senate), Jan Young (Joint Faculty)

Absent: Tina Andersen-Wahlberg (Admin), Aureen Aghajanian (ASGCC), Jon Gold (Joint Faculty), Peter Green (Joint Faculty)

Guest: Connie Lantz

Quorum: 43/47 Voting Members

Call to Order: The meeting was called to order by Ed Karpp at approximately 1:00 p.m.

Approval of Minutes:

- I. The Minutes of April 29, 2016 were reviewed.
 - ***It was MSC (Dulay/Tiernan) to approve the Minutes from April 29, 2016.***
- II. The Minutes of May 16, 2016 were reviewed.
 - ***It was MSC (Dulay/Tiernan) to approve the Minutes from May 16, 2016.***

New Business:

- I. Presentations to Inform Master Planning
 - a. Demographic Trends
 1. Ed Karpp provided a presentation on trends for planning.
 1. Some of the Demographic Trends include:
 - a. 40% of students on the Main Campus are age 20 and under.
 - b. 40% of students in Noncredit are between ages 31-50.
 - c. The number of Latino students jumped from 25-30%.
 - d. The number of Armenian students has dropped.
 - e. The number of Caucasian students has dropped.
 - f. More of our credit students are born in the U.S. than have been in past decades.
 - g. More of our credit students speak English as a first language than have in the past.
 - h. 97% of credit students have internet access at home. The number for noncredit students is 88%.
 - i. Student Survey Results:

- i. Student with problems enrolling in class: approximately 40%.
 - 1. It was recommended that this question have a drop down to give further information as to what type of trouble students are having trouble with.
 - ii. GCC meets Instructional Program needs: 86%
 - iii. Satisfaction with Parking: 52% dissatisfied at Garfield. 28% dissatisfied on the Main Campus.
 - 1. A question as raised as to whether or not the survey could ask further questions regarding the dissatisfaction of parking such as: Are you dissatisfied about the cost of parking? Lack of parking? Distance of parking, etc.
 - iv. Satisfaction with Safety: 80% on the Main Campus and 90% at Garfield.
 - v. The success rates of unprepared students are at the state average. The success rates of prepared students are above the state average.
 - b. Program Review and Student Learning Outcomes
 - 1. All programs are asked what changes they've made to SLO Assessments.
 - 2. Report has been created but what's the best way to use this information?
 - 3. Textbook/software needs are not being met now and we need resources to address those.
 - 4. This will be brought to IPCC for discussion.
- II. Timeline for Institutional Master Plan Development
 - a. This was presented to the Board so we will try to stick to this timeline for developing the new version of the Educational Master Plan.
 - b. During winter 2017 Team A assignments will be made for the external scan and internal assessment. Team B will put together reading materials and share them on Sharepoint. Team A volunteers will review and come up with assumptions and that these trends mean for the future of GCC.
 - c. A volunteer sheet was passed around.
 - d. Preliminary Goals will be established in spring 2017.
 - e. The plan is to have this Board approved in spring 2018.
- III. College Mission, Vision, Values, and Operating Principles
 - a. The committee reviewed a draft of the College Mission distributed by Dr. Vair.
 - 1. It was recommended that the three bullets from the previous version be added to the revised draft.
 - ***It was MSC (Schlueter/Azarian) to approve the draft version of the College Mission with the addition of the three bullet points from the previous version.***
 - b. The Team A Vision was reviewed.
 - ***It was MSC (Dulay/Perez) that the Team A Vision Statement be approved as is.***
 - c. Team B Values Statement was reviewed.
 - 1. There was a suggestion that Equity and Access be two separate bullets.
 - 2. There was a question as to whether or not these would include a few sentences to further breakdown what each of these values meant.

3. It was suggested that the document was too vague and that it be sent back to Team B for clarification.

➤ ***This item was MST (Russell/Perez) and will be sent back to Team B for clarification.***

d. Operating Principles

1. Operating principles were reviewed.

2. There was a question as to why operating principles were not a value. What is the difference?

3. Some of these should be incorporated into values.

4. Operating principles could be the explanation for some of the values.

➤ ***This item was MST (Dulay/Gardner) and will be sent back to Team B for further review.***

IV. Annual Review of Team A Mission Statement

a. The Mission statement was reviewed.

1. "Educational Master Plan" needs to be changed to "Institutional Master Plan."

2. "Campus Executive" needs to be changed to "College Executive."

➤ ***It was MSC (Dulay/Perez) that the Mission Statement be approved.***

V. Election of Team A Chair

a. Nominations were taken for the Chair of Team A.

➤ ***It was MSC (Ramirez/Ritterbrown) that Ed Karpp be elected Chair of the Master Planning Team A Committee.***

Meeting Adjourned at 2:45 p.m.

Next Meeting: TBD

Minutes Recorded by: G. Lui

MASTER PLANNING – TEAM A
MEETING NOTES
March 10, 2017
SC 212

Present: Ed Karpp (Chair), Tina Andersen-Wahlberg (Admin), Roger Bowerman (Proxy for Zohara Kaye) (Guild), Sevada Chamras (Joint Faculty), Andrineh Dilanchian (CSEA), Daphne Dionisio (Joint Faculty), Mike Dulay (Joint Faculty), Agnes Eguaras (Admin), Keith Conover (Joint Faculty), Beth Kronbeck (Joint Faculty), Nancy Getty (Joint Faculty), Michelle Mora (Admin), Rick Perez (Admin), Alfred Ramirez (Admin), Toni Reyes (Admin), Michael Ritterbrown (Admin), Scott Rubke (Joint Faculty), Liz Russell (Joint Faculty), Rory Schlueter (Joint Faculty), Jan Swinton (Admin), Teyanna Williams (Admin)

Absent: Emin Azarian (ASGCC), Saodat Aziskhanova (CSEA), Anthony Culpepper (Admin), Andrineh Dilanchian (CSEA), Marc Drescher (Admin), Beth Kronbeck (Joint Faculty), Troy Davis (Joint Faculty), Shushanik Gabrielyan (ASGCC), Lourdes Girardi (Joint Faculty), Nancy Getty (Joint Faculty), Sarkis Ghazarian (Joint Faculty), Jon Gold (Joint Faculty), Peter Green (Joint Faculty), Eric Hanson (Admin), Robert Hill (Admin), Emelyn Judge (Joint Faculty), Deborah Kinley (Admin), Beth Kronbeck (Joint Faculty), Narbeh Nazari (CSEA), Elmira Nazaryan (Admin), Deobrah Robiglio (Joint Faculty), Piper Rooney (Senate), Pamela Rosas (CSEA), Scott Rubke (Joint Faculty), Paul Schlossman (Admin), Monette Tiernan (Joint Faculty), Paul Vera (Joint Faculty), David Viar (Admin), Andy Young (Senate), Jan Young (Joint Faculty)

Guest: Connie Lantz, Andra Verstrate

Quorum: No Quorum

Call to Order: The meeting was called to order by Ed Karpp at approximately 1:00 p.m.

Approval of Minutes:

- I. The Minutes of December 2, 2016 were reviewed.
 - ***The Minutes were not approved due to a lack of quorum.***

Old Business:

- II. Update on College Mission Statement
 - A. E-mail went out with a Survey Monkey survey to collect feedback.
 - B. We have already received a lot of feedback.
 - C. Team A approved the draft that was presented but because there are such significant changes it will go through the Senate and most likely come back to Team A before going to the Exec and the Board.
 - D. There is no specific timeline to get this to the Board. We should be able to get it through by the end of the semester or early summer.

New Business:

- III. Plan for Spring 2017 Semester – Institutional Master Plan (IMP) Development
 - A. The IMP is replacing the EMP (Educational Master Plan). It was changed because it doesn't just cover educational areas it also covers Institutional Goals.
 - B. The IMP does not take over things like the Facilities or Technology Master plan, but those plans will respond to the IMP.
 - C. Team A Meeting #1 – March 10 Internal Scanning
 1. We will look at internal strengths and weaknesses.

- D. Team A Meeting #2 – TBD – Annual Goals for 2017 – 2018, Institution-Set
 - 1. Normal business
 - 2. Approve Institution Set Standards and Institution Set Goals
 - 3. Meeting will be held in May.
 - 4. Standards, Institutional Effectiveness, Goals, College Mission Statement
 - E. Team A Meeting #3 – TBD – External Scanning, SWOT Analysis, Preliminary IMP Goals
 - 1. Meeting will be held in June.
 - 2. External threats and opportunities will be discussed.
 - F. External Speakers: Guided Pathways, Glendale USD, City of Glendale, Technology in Higher Education, Workforce Needs
 - 1. Currently working on scheduling external speakers.
 - 2. We might consider continuing Guided Pathways in the fall.
- IV. Information Update: Accreditation
- A. External Evaluation Report (available on Accreditation Website) – Includes 8 recommendations we received.
 - B. Last time we were accredited in 2010 we were put on warning and had a follow-up which required us to file reports annually. This time we do not have to.
 - C. If all goes well we do not have to file a report until 2023.
 - D. There is a compliance recommendation. The note says it is deleted however we will still need to respond to it as an improvement recommendation.
- V. Institutional Effectiveness Data – Internal Scanning for Development of Institutional Master Plan
- A. Presentation of Data
 - 1. Ed Karpp presented the data.
 - 2. Main theme is whether or not we are meeting our mission and goals.
 - 3. Three main categories of outcome measures: Student Success Scorecard Measures, Institutional Effectiveness Indicators/Goals (from the Chancellor's office), Institution Set-Standards (information comes from the Senate).
- VI. Group Work on Internal Scanning – GCC Strengths and Weaknesses
- A. Members broke into groups for two sessions to discuss the college's strengths and weaknesses.

Next Meeting: TBD
Notes Recorded by: G. Lui