

MASTER PLANNING – TEAM A

MEETING MINUTES

September 29, 2017

SC 212

Present: Ed Karpp (Chair), Saodat Aziskhanova (CSEA), Roger Bowerman (Guild), Martin Chino (ASGCC), Keith Conover (Joint Faculty), Daphne Dionisio (Manager/Confidential), Mike Dulay (Joint Faculty), Agnes Eguaras (Administration), Megan Ernst (Joint Faculty), Lourdes Girardi (Joint Faculty), Eric Hanson (Admin), Emelyn Judge (Joint Faculty), Beth Kronbeck (Joint Faculty), Nonah Maffit (CSEA), Michelle Mora (Admin), Elmira Nazaryan (Admin), Rick Perez (Admin), Toni Reyes (Admin), Michael Ritterbrown (Admin), Piper Rooney (Senate), Pamela Rosas (CSEA), Scott Rubke (Joint Faculty), Liz Russell (Joint Faculty), Michael Scott (Joint Faculty), Drew Sugars (Resource), Jan Swinton (Admin), Paul Vera (Joint Faculty), David Viar (Admin), Linda Welz (Admin), Andy Young (Senate), Jan Young (Joint Faculty)

Absent: Tina Andersen-Wahlberg (Admin), Sevada Chamras (Joint Faculty), Anthony Culpepper (Admin), Troy Davis (Joint Faculty), Andrineh Dilanchian (CSEA), Colleen Gabrimassih (ASGCC), Nancy Getty (Joint Faculty), Jon Gold (Joint Faculty), Peter Green (Joint Faculty), John Habib (ASGCC), Robert Hill (Admin), Alfred Ramirez (Admin), Paul Schlossman (Admin), Monette Tiernan (Joint Faculty), Teyanna Williams (Admin)

Quorum: 30/45 Voting Members

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

- I. Announcements
 - a. The next meeting will be held on Friday November 17, 2017.
 - b. At the November meeting the Team A committee will vote on the goals of the Master Plan.
- II. Approval of Minutes
 - a. The Minutes from June 2, 2017 were approved.

➤ ***It was MSC (Girardi/Gardner) to approve the Minutes from June 2, 2017.***

New Business:

- III. Presentations to Inform Master Planning
 - a. Demographic Trends
 - i. Ed Karpp gave a short presentation on Student Demographic Data.
 - ii. The demographic information can be found at: glendale.edu/campusprofile
 - b. Program Review and Student Learning Outcomes
 - i. A short presentation was given from information obtained through last year's Program Review on how PLO and SLO information has been used.
 - ii. Programs in Program Review report on how they are implementing changes to their departments to improve educational outcomes.
 1. This information was used to extract possible trends. Two trends popped out:

- a. Among Administrative and Student Services departments the trend we saw was more leveraging of online technology.
- b. The trend among Instructional departments were that there was more emphasis on student engagement.
- c.

IV. Discussion of Draft Institutional Master Plan (IMP) 2018-2025 Goals

- a. The committee reviewed and edited the draft goals (and sub-goals) for the 2018-2025 IMP.
- b. These goals came out of Team A meetings.
- c. Team B has been working through summer and fall to put the goals together that we established as the most important.
- d. The goals are college wide and not geared toward departmental issues.
- e. The big goals have been structured around the pillars of Guided Pathways:
 - i. Clarify Student Pathways
 - 1. Create accessible pathways and met-majors informed by data ensuring that student completion is the primary basis of course and program development.
 - 2. Communicate pathways, meta-majors, and potential occupational and educational outcomes internally to credit and noncredit students and campus constituencies.
 - 3. Communicate pathways, meta-majors, and potential occupational and educational outcomes externally to high school students and counselors as well as universities, workforce partners, and the community.
 - 4. Analyze labor market information regularly and systematically to support the development of new CTE programs meeting student and industry needs and the currency of existing CTE programs.
 - ii. Facilitate Student Entry into Pathways
 - 1. Promote access by expanding outreach to prospective traditional and nontraditional students, including expansion of dual enrollment partnerships and effective use of branding.
 - 2. Enhance processes and technological tools to assist students in choosing pathways, including increased access to counseling at all locations and online.
 - 3. Maximize accessibility into appropriate pathways through class scheduling and improved student awareness of scheduling patterns and pathways.
 - 4. Improve the effectiveness of communication about the value of college, its relationship to job and transfer opportunities, and the value of GCC programs.
 - 5. Improve course placement (e.g. multiple measures assessment, corequisite remediation, articulation from noncredit and high school) and student transition from precollege to college-level courses.
 - iii. Help Students Stay on Pathways
 - 1. Explore alternative curricular methods to improve student retention and progress (e.g., backwards design, competency-based education, assessment of prior learning).
 - 2. Improve student engagement through increased support for student life at all campuses (e.g., student clubs and campus events, as well as other collaborative efforts and activities).
 - 3. Investigate the use of and implement achievement coaches to improve student retention and progress.
 - 4. Improve student retention through early alert, intrusive interventions, and improve awareness of services available to students.
 - 5. Expand online student support services.

6. Lower costs associated with being a student (e.g., Open Educational Resources, implementing the California College Promise).
- iv. Ensure Student Learning
 1. Reduce gaps in achievement, learning, and completion among student groups to ensure equity.
 2. Increase dialog about learning outcomes and use assessment results to ensure strong linkage to Institutional Learning Outcomes, meta-majors, and expectations of employers and transfer institutions.
 3. Invest in innovation and professional development for student services and instructional pedagogy (e.g., active learning, contextualized learning, project-based learning, culturally relevant pedagogy) for student engagement, learning and retention.
 4. Work with K-12 and transfer partners to respond to curriculum and maximize articulation and applicability of credits.
 5. Increase effectiveness of distance education, including improving student access to it and the support of faculty in content creation and instructional design.
 - v. Improve Operational Effectiveness
 1. Integrate enterprise systems to increase efficiency in areas such as budgeting, personnel evaluation tracking, etc.
 2. Increase employee awareness of available resources and services for students so students are directed appropriately.
 3. Clarify resource allocation process and more tightly integrate the processes with planning and budgeting.
 4. Increase and improve professional development opportunities for faculty, staff, and students to develop technology skills and other topics prioritized by the Institutional Master Plan.
 5. Evaluate and maintain the currency and security of technology available to students and employees, including expanded support of BYOD (“bring your own devices”).
 6. Maintain and improve learning spaces in all buildings.
 7. Ensure safe, student-friendly, and physically accessible campuses for students (e.g., signage, directories, and working with bus schedules).
 8. Ensure effective implementation of automatic awards.
 - f. Standing Committees will be asked to give feedback on Goals.
 - g. There will be a campus wide forum at the end of October to obtain additional feedback from all constituencies.

V. Annual Review of Team A Mission Statement

- a. The Mission Statement was reviewed.
- b. It was suggested that the following changes be made to the Mission Statement:
 - i. Educational Master Plan be changed to Institutional Master Plan.
 - ii. Review of the college mission statement be listed as the first responsibility.
 - iii. Campus Executive be changed to College Executive.

c. The Mission Statement will now read:

The Master Planning Committee (Team A) is responsible for developing the Institutional Master Plan. The committee, in coordination with the Planning Resource Committee (Team B), has the following five responsibilities:

- *Annually review the college mission statement*
 - *Develop and track implementation of the Institutional Master Plan*
 - *Recommend Annual Goals to the College Executive Committee*
 - *Review institutional plans*
 - *Incorporate results of program review into planning*
- ***It was MSC (Perez/Mora) that the Mission Statement be approved with the discussed changes.***

Meeting Adjourned at 3:00 p.m.
Next Meeting: TBD
Minutes Recorded by: G. Lui