Glendale Community College
Institutional Planning Coordination Committee

MINUTES
April 5, 2010 - 12:00 noon - AD 121

Present: Peggy Renner, Ed Karpp, Jill Lewis, Alice Mecom, John Queen, Hoover Zariani, Alfred Ramirez, Rick Perez, Vicki Nicholson, Saodat Aziskhanova, Margaret Mansour, Ani Ohanessian, Ferima Homayun

Absent: Ramona Barrio-Sotillo, Karen Holden-Ferkich, Ron Nakasone, Arnel Pascua, Mary Mirch

CALL TO ORDER

The meeting was called to order at 12:05 pm.

APPROVAL OF MINUTES

1. MSC to accept the minutes of the February 1, 2010 meeting with no changes
2. MSC to accept the minutes of the March 1, 2010 meeting with no changes

3. EMP TIMETABLE

Discussion
The timetable for working with KH Consulting to complete the Educational Master Plan (EMP) was discussed. A Team A meeting has been set for Friday, April 30 from 1:00 pm to 4:00 pm in CR 137. The intention is to complete the EMP in time for it to go to Team A, then Campus Executive, then the Board of Trustees for a first reading at their May 17, 2010 meeting. It would require two readings by the Board. The committee discussed the timetable and what would happen if approval did not happen until the Fall semester. The consensus of the committee was to keep the current timetable, including the April 30 meeting, and make adjustments if necessary.

4. DRAFT TEMPLATE FOR PLAN ASSESSMENT

Discussion
The committee considered the revised draft of a template for assessing plans. The draft has two phases. Phase one is a one-time description of the plan for keeping track of all the plans. Phase two is an annual assessment. The committee made some revisions. The committee will vote to approve a revision by email by Thursday, April 8. Phase one will be sent out on Monday, April 19, after spring break. The committee will continue to revise the phase two document.

ADJOURNMENT

The meeting was adjourned at 1:35 pm.

Submitted by Peggy Renner and Ed Karpp.