

**Glendale Community College  
Institutional Planning Coordination Committee**

**MINUTES**

**December 7, 2009 - 12:00 noon - AD 121**

Present: Peggy Renner, Ed Karpp, Ani Ohanessian, Pedro Kim, Jill Lewis, Alice Mecom, John Queen, Ron Nakasone, Saodat Aziskhanova, Ramona Barrio-Sotillo, Hoover Zariani, Poorna Pal, Alfred Ramirez, Arnel Pascua, Mary Mirch, Rick Perez

Absent: Vicki Nicholson, Karen Holden-Ferkich, Margaret Mansour

**CALL TO ORDER**

The meeting was called to order at 12:10 pm.

**APPROVAL OF MINUTES**

MSC to accept the minutes of the November 2, 2009 meeting

**1. IPCC MISSION**

MSC to approve the IPCC draft mission statement:

“The Institutional Planning Coordination Committee

1. Organizes the college planning process
  - a. Identifies existing plans
  - b. Develops an organizational chart for plans
  - c. Establishes timelines for when plans are due
2. Assesses the effectiveness of the planning process
  - a. Develops a template with criteria for acceptable plans
  - b. Encourages the self evaluation of plans
3. Makes recommendations for sustained continuous quality improvement
4. Develops strategies to promote campus buy-in for an integrated planning process
  - a. Updates the college Planning Handbook annually
5. Identifies trends and common needs in plans that reveal institutional needs”

**2. OTHER**

MSF to change the IPCC structure so there is only one chairperson.

**ADJOURNMENT**

The meeting was adjourned at 1:35 pm.

Submitted by Peggy Renner and Ed Karpp.