

**Glendale Community College
Institutional Planning Coordination Committee**

MINUTES

November 2, 2009 - 12:00 noon - AD 121

The November 2, 2009 meeting of the Institutional Planning Coordination Committee was called to order at 12:05 pm.

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

Absent: Ron Nakasone, Arnel Pascua, Vicki Nicholson, Karen Holden-Ferkich

APPROVAL OF MINUTES

The committee accepted the minutes of the October 5, 2009 meeting with one change.

ANNOUNCEMENTS

Peggy Renner reminded the committee about the scheduled November 16 Team A meeting which will be led by Gayla from KH, the educational master planning consulting firm. The meeting will cover planning assumptions and the SWOT (strengths, weaknesses, opportunities, and threats) analysis, as well as data used to link planning and budgeting.

OLD BUSINESS

1. IPCC Mission Statement

Discussion

Outcome

- Peggy Renner distributed documents, including an updated chart showing the organization of current plans and the planning rubric published by the accrediting commission. She said we need to integrate planning to complete the cycle.
- Hoover Zariani said that the IPCC needs to make sure the cycle is in place and that the work is done and the plans are implemented.
- Mary Mirch said that we need to identify where we are in the cycle and where we have to go. Data is used in the planning processes, but its use is not institutionalized.
- Peggy Renner handed out a list of functions for the IPCC to perform. One function is to find all of the college's plans and organize where they fall and who is responsible for them.
- The committee discussed what its responsibilities should be. The committee referred to the original memo from Larry Serot suggesting the creation of the IPCC.
- The committee discussed whether the committee should pass judgment on plans or not. The committee agreed that the IPCC should evaluate the plans and provide feedback if the plans do not include everything that is expected.
- Mary Mirch suggested we model the IPCC's work on the work of the Governance Review Committee, which monitors the governance process. The GRC has the governance

document. The IPCC could update the Planning Handbook so it is parallel to the governance document, and the IPCC's job would be to make sure the processes in the Planning Handbook are being followed.

- The committee asked a small group to revise Larry Serot's original memo and come back in December with a draft mission statement based on the memo.
- Peggy Renner, Ed Karpp, and Alice Mecom will revise Larry Serot's memo and bring a new draft of the IPCC mission statement to the December meeting.

The meeting was adjourned at 1:00 pm.

Submitted by Peggy Renner and Edward Karpp.