

**Glendale Community College  
Institutional Planning Coordination Committee**

**MINUTES**

**July 26, 2010 - 12:30 pm - SR 328**

Present: Ed Karpp, Jill Lewis, Mike Scott, Ramona Barrio-Sotillo, Ron Nakasone, Mary Mirch, Hoover Zariani, Saodat Aziskhanova, Vicki Nicholson, Alice Mecom, Rick Perez, Alfred Ramirez

Absent: Karen Holden-Ferkich, Margaret Mansour, Arnel Pascua

Guests: Dawn Lindsay, John Queen, Monette Tiernan

**CALL TO ORDER**

The meeting was called to order at 12:38 pm.

**1. APPROVAL OF MINUTES**

- MSC to accept the minutes of the July 12, 2010 meeting with no changes

**2. RESPONSES TO ACCJC ACTION LETTER**

**Discussion: Recommendation 1**

The committee discussed the draft flowchart and narrative showing integrated planning, program review, and resource allocation as it related to Recommendation 1. One question is how do the roles of Campus Executive, the Superintendent/President, and the Board of Trustees fit into the flowchart. They are not explicit in the flowchart, but governance is represented by the standing committees and the Budget Committee. It was suggested that Exec could do the final prioritization of resource requests instead of the Budget Committee. Another question involves how the Annual Goals fit in. They could be moved to the top of the process, before resource allocation and linked to the plans and to program review. It was also discussed that there should not be a "pilot" in Fall 2010 but a full process because the issues identified by the accreditation team need to be solved by March 2011. This means a new annual program review process must be conducted in Fall 2010. The program review and integrated planning processes should go to the Senate and Exec in September 2010. A concept for part of program review involving measurable outcomes related to EMP goals, as well as Spring review of curriculum, was presented that could serve as the basis for the new annual program review. SLO assessments must also be included in annual program review. The Program Review Committee will meet on Thursday, July 29. The committee will work to propose a new annual process for approval in September. An additional question was raised about buy-in. Ed Karpp will present the integrated planning model as a work in progress at faculty institute, classified institute, the division chairs retreat, and standing committee meetings in Fall 2010.

**Discussion: Recommendation 5**

Recommendation 5 deals with official EEO ethnic categories and planning for diversity. The committee identified two faculty/staff diversity plans: the EEO Plan which is part of the Human Resources Plan and the Senate Faculty Diversity Plan. Both should be reviewed to make sure the federal EEO categories are being used. The committee discussed restoring the faculty EEO coordinator released time position as a response to Recommendation 5. Additionally, the faculty diversity internship program should be a part of our response to this

recommendation. The Student Equity Plan could also be included. The four new faculty hires required by the college's full-time faculty obligation must use these diversity plans.

**Discussion: Recommendation 4**

Three parts of this recommendation were discussed. First, only 1 manager and 41 classified staff evaluations are still not completed. Second, the requirement for professional development was discussed. This is addressed in the evaluation process, but it is not mandatory. Specific professional development needs could be handled by the supervisor recommending training in the evaluation, then conducting another evaluation after training. Staff development needs should go to Bill Shamhart, the Staff Development Coordinator. Third, the issue of student learning outcomes in faculty evaluation has not yet been discussed by the subcommittee, but the Guild representative to the subcommittee has been identified.

**ADJOURNMENT**

The meeting was adjourned at 2:08 pm.

Submitted by Ed Karpp.