Glendale Community College
Institutional Planning Coordination Committee

MINUTES
August 2, 2010 - 12:30 pm - SR 328

Present: Ed Karpp, Jill Lewis, Mike Scott, Ron Nakasone, Mary Mirch, Hoover Zariani, Vicki
                Nicholson, Alice Mecom, Karen Holden-Ferkich, Arnel Pascua, Alfred Ramirez

Absent: Margaret Mansour, Ramona Barrio-Sotillo, Saodat Aziskhanova, Rick Perez

Guests: Dawn Lindsay

CALL TO ORDER

The meeting was called to order at 12:35 pm.

1. APPROVAL OF MINUTES

- MSC to accept the minutes of the July 26, 2010 meeting with no changes

2. RESPONSES TO ACCJC ACTION LETTER

Discussion: Recommendation 1
Recommendation 1 deals with integrated planning, program review, and resource allocation. The committee discussed how program review fits into integrated planning. The Program Review Committee met on Thursday, July 29 and developed a streamlined program review model to be conducted annually. The IPCC discussed the level at which programs will be defined and decided that a good method would be to give the program review document to divisions as a "composite" program review that includes data from each program/department in the division. The instructional division would submit a composite program review, including resource requests. The program review document for student services and administrative services must be adapted to the new version.

Discussion: Recommendation 5
Recommendation 5 deals with official EEO ethnic categories and planning for diversity. Two plans were distributed: the EEO Plan from 2008 that is part of the Human Resources Plan and the Senate Faculty Diversity Task Force Report. Human Resources will update progress on the 2007 EEO plan. HR will also review public documents to make sure they reference the federally defined EEO ethnic categories. The process for hiring the six new emergency faculty hires will use these plans. The Faculty Diversity Internship program should also be included under this recommendation. Vicki Nicholson will draft a response to Recommendation 5.

Discussion: Recommendation 6
Recommendation 6 deals with technology planning linked to budget allocation. Historically, the college has funded technology with one-time funding sources, but this must change to respond to this recommendation. One change that is being made is identifying $40,000 to $50,000 from the capital outlay fee for nonresident students that is allocated for technology in the 2010-2011 budget. Additionally, the Technology Plan should have a prioritized list of actions and outcomes to help with budgeting for technology.

Discussion: Recommendation 4
Recommendation 4 deals with employee evaluations. The IPCC discussed identifying professional development needs through the evaluation process. The CSEA evaluation process can only be changed at the negotiating table. The committee also discussed whether this recommendation referred to a professional development plan for the college or for individuals. One solution might be an administrative regulation saying that when new software is purchased, a plan is made to train users, and funding should be identified for training. Staff Development should also be involved.

NEXT MEETING

The meeting scheduled for Monday, August 9 was cancelled. The next IPCC meeting will be Monday, August 16 from 12:30 to 2:00 in SR 328.

ADJOURNMENT

The meeting was adjourned at 2:10 pm.

Submitted by Ed Karpp.