

**Glendale Community College  
Institutional Planning Coordination Committee**

**MINUTES**

**August 16, 2010 - 12:30 pm - SR 328**

Present: Ed Karpp, Jill Lewis, Mike Scott, Mary Mirch, Alice Mecom, Karen Holden-Ferkich, Arnel Pascua, Rick Perez, Ramona Barrio-Sotillo

Absent: Ron Nakasone, Margaret Mansour, Saodat Aziskhanova, Hoover Zariani, Vicki Nicholson, Alfred Ramirez

Guests: Dawn Lindsay, John Queen

**CALL TO ORDER**

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

**1. APPROVAL OF MINUTES**

- MSC to accept the minutes of the August 2, 2010 meeting with no changes

**2. RESPONSES TO ACCJC ACTION LETTER**

**General Discussion**

The committee discussed several questions about this and other recommendation. Is the Budget Committee addressing rollovers, in the sense that nearly all of the budget is rolled over from previous years rather than having resources allocated to meet the college's goals. This has not been discussed in the Budget Committee. Ed Karpp will take the issue to the next Budget Committee meeting. What is the status of the Senate Diversity Task Force report? The committee felt it should go to the EEO Committee as soon as possible in the Fall.

**Discussion: Recommendation 6**

Recommendation 6 deals with technology planning linked to budget allocation. Arnel Pascua presented a prioritized list of Technology Plan strategic goals, which was requested at the last IPCC meeting. The committee discussed sending the prioritized list to the 4C's as well as TMI and TMS as soon as possible. A list of prioritized action items should be vetted through governance as well as prioritized strategic goals.

**Discussion: Recommendation 1**

Recommendation 1 deals with integrated planning, program review, and resource allocation. The committee discussed how to publicize the integrated planning process. It is scheduled to be presented at the following meetings:

- Classified Institute (August 25) by Ed Karpp
- Division Chair Retreat (August 26) by Mary Mirch and Ed Karpp
- Faculty Institute (September 3) by Mary Mirch and Ed Karpp
- Guild Executive by Alice Mecom
- Senate by John Queen

It should be scheduled for presentation at Student Affairs, Academic Affairs, and Administrative Affairs as soon as possible during September as well.

The committee discussed the table of administrators assigned to plans. The Student Equity Plan should be added, and the Student Equity Committee should identify the administrator responsible. The Cultural Diversity Plan should be assigned to the Associate Vice President of Human Resources. The Disaster Recovery Plan should be assigned to the Vice President of Administrative Services instead of the Associate Vice President of ITS. The committee discussed the idea of including progress toward plan goals in the administrators' evaluations.

The committee next discussed validation of resource requests from the plans. It was suggested that the IPCC could conduct the validation through a matrix, with each committee member evaluating the relationship between each resource request and the relevant criteria (e.g., relationship to EMP goals). A parallel process can be used for validating resource requests from program review.

The committee also discussed annual goals. It was decided that the Campus Executive Committee should decide on annual goals each year, based on goals from the Educational Master Plan and other plans. Campus Exec would then get feedback from the Senate and the standing committees before the annual goals were made final. This process should occur during the Fall semester.

- MSC that Goal 3.1 of the Educational Master Plan ("Implement empirically-based planning and decision-making") be presented as an annual goal at Campus Executive in Fall 2010.

#### **NEXT MEETING**

The next IPCC meeting will be Monday, August 23 from 12:30 to 2:00 in SR 328.

#### **ADJOURNMENT**

The meeting was adjourned at 2:05 pm.

Submitted by Ed Karpp.