

**Glendale Community College
Institutional Planning Coordination Committee**

MINUTES

October 4, 2010 - 12:15 pm in AD121

Present: Saodat Aziskhanova, Jill Lewis, Mike Scott, Mary Mirch, Margaret Mansour, Ron Nakasone, Arnel Pascua, Rick Perez, Monette Tiernan, Ramona Barrio-Sotillo, Vicki Nicholson, Alfred Ramirez, Hoover Zariani, Armond Aivazyan, Ana Boghazian

Absent: Karen Holden-Ferkich, Ed Karpp, Alice Mecom

Guests: Dawn Lindsay, John Queen

CALL TO ORDER

The meeting was called to order at 12:25 p.m.

1. APPROVAL OF MINUTES

- MSC to accept the minutes of the September 27, 2010 meeting with corrections.

2. CONTINUED REVIEW OF DRAFT DOCUMENT (Dated 10.1.2010)

Recommendation 1:

- 1.A: Activity Chart changes (p. 5-7)
- 1.C: Para. 3 "Second, the college has committed..." This paragraph to be on "hold" in order to address all positions, not just "full-time faculty" (p. 9)
- 1.D Chart needs to have committees included. Plans that are part of other plans should be removed.
There is no (district) Disaster Recovery Plan, this is part of the IT Plan.
Add collegewide Emergency Recovery Plan
Delete Distance Education Plan
Delete Staff Development Plan as it is part of the HR Plan
Delete the Cultural Diversity Plan as it is a proposal and has not been vetted.
- 1.H Para. 2 (lines 369-374) Should be discussed at next meeting on 10.11.10
Analysis: Figure 1-2. Chart needs another title over the second column (p. 14)
Figure 1-3 Chart needs another title over the second column (p. 15)

Recommendation 4:

Overdue Evaluations: (p. 19, lines 496-499) Need update on progress with evaluations.

Professional Development Plans: (lines 503-504) Vicki stated that per the ACCJC telecom, the commission wants to see a district plan for training on something new, such as PeopleSoft. A task force should come up with a process to describe how training takes place. Vicki will rewrite this section for our next meeting.

Learning Outcomes (lines 508-509) Vicki will address this issue with faculty members and come back with new language on 10.18.10.

Analysis: This section to be rewritten. The college needs a long-term plan. The "Talent" software is packaged and costs between \$40-60K. Due to funding issues, we need language "until we can implement any software..." In March we had 131 classified evaluations outstanding, the number is currently below 30. Update needed.

Recommendation 5:

John suggested a separate paragraph on the Senate Diversity Plan.
Vicki will show how this plan has been incorporated into the EEO Plan. (p. 20)
Delete Analysis, Evidence and Additional Plans

Recommendation 6:

On page 23, lines 624-630 contains too much detail and should be deleted.
Overdue Evaluations: (p. 19, lines 496-499) Need update on progress with evaluations.
Professional Development Plans: (lines 503-504) Vicki stated that per the ACCJC
telecom, the commission wants to see a district plan for training on something new,
such as PeopleSoft. A task force should come up with a process to describe how
training takes place. Vicki will rewrite this section for our next meeting.

Recommendation 2:

This section on "HOLD" until Alice returns..

Recommendation 3:

Resolution: para. 2, lines 724-728 to be revised so that the work Marketing and no
names, only titles should be in the document. A new Administrative Regulation is
being written to address this. This now being done by the Web Oversight Committee

Recommendation 9:

Resolution: p. 30, line 929-930 "and the college has met..." delete the remainder of this
sentence regarding union negotiations (reword).

ADJOURNMENT

The meeting was adjourned at 1:30 p.m.

Submitted by Jill Lewis