

**Glendale Community College
Institutional Planning Coordination Committee**

**MINUTES
November 29, 2010 - 12:15 pm in AD121**

Present: Trudi Abram, Ramona Barrio-Sotillo, Jill Lewis, Mary Mirch, Alice Mecom, Margaret Mansour, Ron Nakasone, Arnel Pascua, Rick Perez, Monette Tiernan, John Queen, Alfred Ramirez, Mike Scott

Absent: Saodat Aziskhanova, Ana Boghazian, Armond Aivazyan, Karen Holden-Ferkich, Ed Karpp, Vicki Nicholson, Hoover Zariani

CALL TO ORDER

Mike Scott (acting Chair) called the meeting to order at 12:15 p.m.

1. APPROVAL OF MINUTES

- MSC (Mansour/Ramirez) to accept the minutes of the November 22, 2010 meeting.

2. UNFINISHED BUSINESS

Evaluation of Program Review:

The Program Review Committee will evaluate their processes and then the IPCC will evaluate the PRC.

Evaluation of Planning Form:

Add "The EMP guides resource allocation" to the chart in section 4.1.

Evaluation of Resource Allocation Form:

Add "Funded resource requests are linked to measurable outcomes" to the chart in section 3.1.

Add "The IPCC will evaluate the Resource Allocation process"

Additionally, three new lines will be added at the bottom of this section concerning each of the hiring committees: "Funded personnel resource requests are linked to the IHAC hiring process" (and SHAC, and CHAC)

Jill and Mary will work on an IHAC evaluation form to be completed by all IHAC requestors and then work with Rick (SSHAC) and Vicki (CHAC) on appropriate evaluation forms.

Each committee (Program Review, Budget, IPCC, etc.) will evaluate their own process and then the IPCC will be the last to evaluate these committees.

Directions should be added to the top of each form listing who will fill out which sections. Team B will fill out the planning evaluation form.

A new box (4.) will be added to measure the effectiveness of the applicable committee and should be completed by the administrator in charge of that area.

Budget Resource Request Pathways:

Funding such as Basic Skills and "03" funded programs should report to the Budget committee and present plans to help close the loop (Rec. 1 c, d and f). All "03" areas (Basic Skills, etc.)

The VATEA program has an associated plan and Mary stated that an action plan for Basic Skills was just completed. The campus is skeptical concerning the accountability of "03" accounts. Ron will prepare a list of all "03" areas.

Review of Recommendations

John reviewed and revised Rec. 1 for substantive changes and Jill will forward this revise to the committee. Mary stated that replacements and new hires are all now being covered by the IHAC process using data from divisions. IHAC will be reporting out to the Senate in Spring.

Jill will contact all writers regarding their drafts and evidence.

It was decided that our next meeting will be on January 10.

ADJOURNMENT

The meeting was adjourned at 1:17 p.m.

Submitted by Jill Lewis