

**Glendale Community College
Institutional Planning Coordination Committee**

**MINUTES
November 22, 2010 - 12:15 pm in AD121**

Present: Saodat Aziskhanova, Ana Boghazian, Jill Lewis, Mary Mirch, Alice Mecom, Ramona Barrio-Sotillo, Margaret Mansour, Vicki Nicholson, Arnel Pascua, John Queen, Alfred Ramirez, Mike Scott

Absent: Trudi Abram, Armond Aivazyan, Karen Holden-Ferkich, Ed Karpp, Ron Nakasone, Rick Perez, Monette Tiernan, Hoover Zariani

CALL TO ORDER

Mike Scott (acting Chair) called the meeting to order at 12:30 p.m.

1. APPROVAL OF MINUTES

- MSC (Mirch/Ramirez) to accept the minutes of the November 15, 2010 meeting.

2. UNFINISHED BUSINESS

Planning Handbook

Mike reported that two trustees had expressed concerns to the President that the Board goals were not in the Planning Handbook. Mary stated that the President's goals were also not included in the handbook. The Board's four goals mirror the EMP and the accreditation standards. The President's goals are very similar, but are also the basis for her evaluation by the Board. It was discussed that the most appropriate place to mention these two sets of goals would be as a paragraph under Section 3: Setting Goals (on page 8).

Evaluation of Program review, Planning and Resource Allocation

The Program Review evaluation was discussed. 1. Measures of Effectiveness can be partially completed by the PRC in February, but some areas will require completion of the budget process. It was suggested that the PRC's new exit survey (which will be distributed to all program review participants upon completion of their documents) be supplemented by Ed's annual survey to complete a thorough evaluation. Suggestions were also made for future program review survey questions, concerning the results of program review being systematically used in planning and also if the data assisted the writers in preparing their resource requests or did any data surprise them. Jill will bring the accreditation rubrics for program review, planning and SLOs to the next meeting to facilitate further discussion.

ADJOURNMENT

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

Submitted by Jill Lewis