

**Glendale Community College
Institutional Planning Coordination Committee**

MINUTES

February 28, 2011 - 12:15 p.m. in AD121

Present: Trudi Abram, Jill Lewis, Mary Mirch, Ramona Barrio-Sotillo, Ed Karpp, Margaret Mansour, Alice Mecom, Mary Mirch, Ron Nakasone, Vicki Nicholson, Rick Perez, John Queen, Mike Scott, Hoover Zariani, Saodat Aziskhanova, Karen Holden-Ferkich, Alfred Ramirez

Absent: Monette Tiernan,

CALL TO ORDER

Ed Karpp called the meeting to order at 12:20 p.m.

1. APPROVAL OF MINUTES

- **MSC (Holden-Ferkich/Perez)** to accept the minutes of the February 14, 2011 meeting, with corrections.

2. NEW BUSINESS

New Committee Members

Two new student representatives to the committee were introduced: Juliana Kim and Jose Diaz.

Accreditation

Jill announced that the commission accreditation site visit has been scheduled for Monday, April 4, 2011. A team of three members from the original 2010 visiting team plan to be on campus for the full day. The team consists of: Dr. Darla Cooper, Associate Director, Center for Student Success, the RP Group, Mr. Tony Cantu, Vice President of Instruction, Fresno City College and Mr. Ken Stoppenbrink, Vice Chancellor of Business Services at West Hills Community College District.

Validation of Plans

Ed showed a draft of the Validation Form for Plans. The committee will decide if the resource requests from the plans are valid as related to the EMP and to SLOs. The requests will be evaluated on a 0 to 3 point scale. The four criteria to be used are the relationships with the: plan, EMP, core competencies and student achievement. A possible fifth criteria could be included if applicable. All scores will be averaged.

Some questions that remain unanswered include:

- What will we require from a plan?
- How will plans go through the governance process?
- How often should plans be revised?
- How should plans be formatted (timelines, etc.)?
- What will the IPCC learn from the evaluation process which can later be used for recommendations, etc.

Ed reviewed the basics of the budget cycle and the tight timeline for resource requests to get to the budget committee. The IPCC is not evaluating the content of the report or judging it, but could forward questions regarding the report.

John had concerns regarding the Staff Development Plan and the link to student achievement, particularly the “qualifiability” of direct or indirect relationships regarding a link to student learning.

The Credit Matriculation Plan included three requests:

1. Replacement of two classified positions
2. Funding (backfill) for part of salaries and benefits
3. Assessments-Placement Testing

Jill noted that there is some duplication between resource requests from program review and plans. Ed suggested that we deal with one request at a time. The first request was for a 1.5 replacement staff for Admissions and Records. The request did not include a CHAC form. It was noted that “outcome” language can be confusing sometimes and that explanations were often “holistic” for resource requests.

- **MSC (Mirch/Mansour)** that we approve the Integrated Planning 2010-2011 Resource Request Validation Form: Track A.

ADJOURNMENT

The meeting was adjourned at 1:25 p.m.

Submitted by Jill Lewis