

**Glendale Community College
Institutional Planning Coordination Committee**

February 13, 2012 - 12:15 p.m. in AD121

Present: Trudi Abram, Saodat Aziskhanova, Ed Karpp, Wayne Keller, Richard Kamei (for Isabelle Saber), Deborah Kinley, Jill Lewis, Margaret Mansour, Sarah McLemore, Mary Mirch, Ron Nakasone, Rick Perez, Mike Scott, Monette Tiernan, Hoover Zariani

Absent: Alfred Ramirez, Donna Voogt,

Guests: Dawn Lindsay

CALL TO ORDER

Ed Karpp called the meeting to order at 12:19 p.m.

1. APPROVAL OF MINUTES

- **MSC (Abram/Zariani)** to accept the minutes of the January 23, 2011 meeting.

OLD BUSINESS

2. Follow-Up Report Due March 15, 2012

The group reviewed the document and focused on the remaining highlighted areas. Changes were minor and included additional details and adding in completion dates. Additional WASC ALA details and language was provided by Sarah. Outstanding details include final numbers for SLO & PLO reporting (timelines, assessments completed in the past year and new assessment methods. Mary stated that reporting issues would be discussed again with division chairs at their meeting on Feb. 15. Dawn asked if we had a division/program grid showing progress completion. Ed has developed SLOAC report charts and noted that eLumen issues have slowed the process.

Rec. 8: the latest revisions were minor and the inclusion of cost matrix was discussed and agreed upon by the group. It was agreed that Dawn would forward the final draft dated February 13, 2012 to the Board and that any comments regarding the draft be forwarded to Jill by Tuesday, February 21.

3. Administrative Regulation 3250, Institutional Planning

A draft using the CCLC template was presented as a second reading. "Process as outlined in the Planning Handbook" was added along with the types of surveys conducted and the Campus Profile. Ed will merge in some language from the mission statement and bring back a simplified draft at the next meeting.

4. Review of the IPCC Mission Statement

Small changes were made to the proposal dated January 23, 2012.

- **MSC (Tiernan/McLemore)** to approve the latest revisions to the mission statement.

5. Procedure for Urgent Resource Requests Outside of Regular Timeline

It was agreed that IHAC/SSHAC procedures are already in place and that CHAC will meet with HR on an “as needed” basis.

6. Planning Booklet/Mini Handbook

Ed reported that there were no changes to bring back yet.

ADJOURNMENT

The meeting was adjourned at 1:02 p.m.
The next meeting dates will be February 27 and March 12.

Submitted by Jill Lewis