

**Glendale Community College
Master Planning Committee (Team A)**

May 18, 2012 - 1:30 p.m., Garfield Campus Community Room (MP 103)

Present: Phyllis Eckler (proxy for Isabelle Saber), Kathy Flynn, Lourdes Girardi, Peter Green, Kathy Holmes, Brenda Jones, Henan Joof, Ed Karpp, Deborah Kinley, Jill Lewis, Sarah McLemore, Arman Marukyan (ASGCC), Alice Mecom, Mary Mirch, Lynn Mizuno, Ron Nakasone, Alfred Ramirez, Tatiana Ratavosian (ASGCC), Michael Ritterbrown, Rory Schlueter, Michael Scott, Bill Shamhart, Monette Tiernan, Donna Voogt, Jan Young

Absent: Shereen Allison, Tina Anderson-Wahlberg, Saodat Aziskhanova, Kathy Bakhit, Kristin Bruno, Mike Dulay, Sarkis Ghazarian, Jon Gold, Rick Guglielmino, Pat Hurley, Emelyn Judge, Wayne Keller, Austin Kemie, Dawn Lindsay, Sang Nam, Elmira Nazaryan, Rick Perez, Jewel Price, Toni Reyes, Scott Rubke, Suzanna Sargsyan, Paul Schlossman, Jeanette Stirdivant, Jan Swinton

Guests: Alen Andriassian, Lisa Brooks, Jean Lecuyer

CALL TO ORDER

Ed Karpp called the meeting to order at 1:40 p.m.

APPROVAL OF MINUTES

Note: No minutes were approved because this was the first meeting of Team A as a governance committee.

NEW BUSINESS

1. Team A Membership

The committee discussed its membership as defined in the Planning Handbook. One issue is that three job titles have changed since the membership of Team A was originally defined; these titles have changed from Associate Dean to Program Manager and the list of members by title includes Associate Deans.

- **MSC (Jones/Schlueter)** to add the Program Managers of EOPS, DSPS, and the Health Center to Team A as voting members.

2. Team A Mission Statement

Ed Karpp presented a proposal from Team B for the Team A mission statement. Two small changes were made.

- **MSC (Tiernan/Mizuno)** to approve the Team A mission statement as follows:

“The Master Planning Committee (Team A) is responsible for developing the Educational Master Plan. The committee, in coordination with the Planning Resource Committee (Team B), has the following five responsibilities:

- Develop and track implementation of the Educational Master Plan
- Annually review the college mission statement
- Recommend Annual Goals to the Campus Executive Committee
- Review institutional plans

- Incorporate results of program review into planning”

3. Annual Goals for 2012-2013

Ed Karpp presented a proposal from Team B for the college’s annual goals for 2012-2013, based on the annual goals approved in Spring 2011 for 2011-2012. There was discussion about the different levels of the proposed goals (i.e., some are overarching goals while some are action items). It was agreed that the college should work on a common terminology to describe the different levels of planning (e.g., goals, objectives, strategies, actions).

Team A decided to go through the goals from last year one by one and vote on whether the concepts behind the written goals should be continued for 2012-2013. The following two changes were made:

- **MSC (Scott/Schlueter)** to delete goal #4 (“Stratify the programs and services in terms of their missions and new revenue...”) from the 2012-2013 annual goals.
- **MSC (Flynn/Joof)** to delete goal #9 (“Monitor, assess, and improve the server room to ensure that college data is protected and reliably accessible”) from the 2012-2013 annual goals.

The new list of annual goals for 2012-2013 includes 11 goals. It is the same list as that approved for 2011-2012 with the deletion of goals 4 and 9 from the original list.

- **MSC (Tiernan/Scott)** to approve the list of 11 annual goals for 2012-2013.

4. 2011-2012 Review of GCC Mission Statement

Team A discussed a new college mission statement proposed by Team B. The committee discussed deleting or revising the part that said “individualized instruction.” The committee also discussed what a mission statement should be and what it should include, such as a more concrete definition of the students to be served. There was also discussion about losing language about lifelong learning and noncredit offerings in general. A suggestion was made to include “basic skills and life skills” and “personal goals.”

- **MSC (Tiernan/Scott)** to refer the draft college mission statement back to Team B for further discussion and revision.

5. Review of Educational Master Plan (EMP)

Ed Karpp presented Team B’s draft revisions to the Educational Master Plan. There was some discussion about developing a new educational master plan because of some dissatisfaction with the current EMP, which was adopted in 2010. The committee did not come to a conclusion about the next iteration of the master plan but decided to approve the revisions suggested by Team B.

- **MSC (Tiernan/Girardi)** to approve the revisions to the Educational Master Plan.

ADJOURNMENT

The meeting was adjourned at 3:30 p.m.
The next meeting will be in Fall 2012.

Submitted by Ed Karpp