

**Glendale Community College  
Institutional Planning Coordination Committee**

**MINUTES**

**October 5, 2009 - 12:00 noon - AD 121**

The October 5, 2009 meeting of the Institutional Planning Coordination Committee was called to order at 12:05 pm.

Present: Peggy Renner, Ed Karpp, Mary Mirch, Jill Lewis, Ron Nakasone, Ramona Barrio-Sotillo, Amir Nour, Alice Mecom, Ricardo Perez, John Queen, Karen Holden-Ferkich, Poorna Pal, Vicki Nicholson, Hoover Zariani, Alfred Ramirez

Absent: Saodat Aziskhanova, Arnel Pascua

**APPROVAL OF MINUTES**

The committee accepted the minutes of the September 1, 2009 meeting.

**NEW BUSINESS**

**1. Organization of Current Plans**

**Discussion**

- The committee discussed how to organize the current set of college plans. Peggy Renner handed out a draft outline showing the Strategic Master Plan on top as the overarching plan, with instructional and student services plans as well as the capital investment plan (facilities master plan) underneath it. A third level showed service area plans.
- The committee discussed whether or not the college had developed a cultural diversity plan. Kerry Riley did create a plan.
- Alice Mecom suggested creating a grid for the plans that would list all plans and have columns for the responsible committee, its current status, a timeline for completion, the coordinator, whether it is mandated or not, and the date of its most recent update.
- Mary Mirch said that the college needs to define how the pieces fit together.

**Outcome**

- The committee removed Admissions & Records and Senate plans, which have not been written or considered, from the list.
- The committee moved the Staff Development plan and EEP plan under the Human Resources category.
- The committee assigned each plan to Instructional Services, Student Services, or Administrative Services.
- The committee decided to ask for a copy of the Cultural Diversity plan.

**2. IPCC Mission**

**Discussion**

- Peggy Renner distributed a draft mission with five bullet points.
- The committee discussed the first bullet point, which involved bringing planning issues for discussion and debate. Alice Mecom asked how the committee should define the issues it needs to address. John Queen asked whether the IPCC is a planning committee or a “traffic cop” committee, coordinating activities rather than debating issues. There was much discussion about whether the IPCC should be a substantive

**Outcome**

- Peggy Renner will get the charges of Team A and Team B and see if they have mission statements to help the IPCC decide on its mission statement.

planning committee or a procedural committee determining whether plans are talking to each other and being updated. The issue was not resolved.

- Hoover Zariani suggested that there should be three parts of the committee's mission: 1) review and examine plans, 2) make recommendations, 3) follow up on recommendations.

### **3. Criteria for Revising College Mission Statement**

#### **Discussion**

- Peggy Renner presented a draft list of criteria for revising the college mission statement. The committee suggested taking the draft list to Team A.

#### **Outcome**

- Peggy Renner will take the list of criteria to Team A.

The meeting was adjourned at 1:30 pm.

Submitted by Peggy Renner and Edward Karpp.