Glendale Community College Institutional Planning Coordination Committee

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

Present: Ed Karpp, Jill Lewis, Mary Mirch, Alice Mecom, Ron Nakasone, Trudi Abram,

Armond Aivazyan, Ramona Barrio-Sotillo, Arnel Pascua, Rick Perez, John Queen,

Alfred Ramirez, Mike Scott, Monette Tiernan

Absent: Saodat Aziskhanova, Ana Boghazian, Karen Holden-Ferkich, Margaret Mansour,

Vicki Nicholson, Hoover Zariani,

CALL TO ORDER

The meeting was called to order at 12:21 p.m.

1. APPROVAL OF MINUTES

MSC (Scott/Queen) to accept the minutes of the November 8, 2010 meeting.

2. UNFINISHED BUSINESS

Ed will be on vacation for the following two weeks and Mike will be acting chair for the committee in his absence. John, Jill and Monette will be refining the draft document and posting updates on the website as needed.

<u>Hiring Committees</u>: Four "faculty" positions will be funded this year. Personnel requests were submitted through the program review process and forwarded to the IHAC and SSHAC committees the first of November. Prioritized lists will be forwarded to the CEO and VPI by the end of the month. Cabinet now decides the number of Instructional and Student Services positions. Both committees have their procedures published on the Academic Senate website; however, a timeline for SSHAC is not included.

3. REVIEW OF THE PLANNING HANDBOOK

Section 3 The discussion resumed on page 10 regarding the duties of Teams A & B. Ed will update the duties of each. All plans have been identified and listed; however, we have not resolved when or how often plans should be reviewed. It was determined that the Classified Council should not be on the list and that the Distance Education Plan does not exist yet. The Instructional Technology Plan was reported as being almost completed last spring to the Program Review Committee. Mary will check with TMI regarding the existence or development of this plan. Ramona suggested that Ed should add a new section to the planning handbook for forms to be used in the planning process.

The EMP is on a six-year cycle with accreditation. Mary suggested that we get through this year and next year with our Follow-Up Reports for the accrediting commission and then a two-year revision process could be outlined. Continuing the community scan each year was also discussed. Ed will additionally add another chart showing the new organization of plans.

<u>Section 4: Integration</u> John questioned whether a process exists for the acceptance of the Planning Handbook. Ed stated that he would email the final document to our committee and put it on the website for Campus Executive to review.

<u>Section 5: Evaluation of Planning, Program Review and Resource Allocation</u>
On page 24, under Measures of Effectiveness, Ed suggested that objective measures of success such as ARCC data and degrees and certificates be included in the list.

Discussion ensued regarding possible confusion over the fact that our institutional SLOs are the college's core competencies. Institutional SLOs should inform all planning. The Program Review Annual Report will summarize all program review results and also inform planning.

 MSC (Queen/Mirch) to approve the Planning Handbook with the corrections discussed. Ed will make the corrections and put the handbook on the Master Planning website and also forward it to the campus community via email.

The Institutional Planning and Continuous Improvement document is also on the website and will be included as evidence for Rec. 1 of our Follow-Up Report to let the commission know that we understand and promote a continuous cycle of improvement with all of our processes.

<u>Plan Review</u> In phase 1, administrators of plans will be emailed the Plan ID form and the Resource Request Form for plans. Ed will also send out a reminder to these administrators regarding timelines and information regarding our Plan Evaluation form. Team B will take on this task for the EMP.

Administrative Evaluations were discussed. It was decided that a recommendation would be made to cabinet that the monitoring and updating of plans be part of the evaluation process.

 MSC (Queen/Barrio-Sotillo) that administrators monitor the implementation of any plans under the administrator's area of assignment and that this be considered by cabinet and manager's for inclusion in administrator evaluations for fall 2011.

ADJOURNMENT

The meeting was adjourned at 1:27 p.m.

Submitted by Jill Lewis