

**Glendale Community College
Institutional Planning Coordination Committee**

October 14, 2013 - 12:15 p.m. in AD121

Present: Marc Drescher, Ed Karpp, Richard Kamei, Deborah Kinley, Jill Lewis, Mary Mirch, Ron Nakasone, Rick Perez, Alfred Ramirez, Deborah Robiglio, Mike Scott, David Yamamoto, Bill Ellbettar (proxy for Hoover Zariani), Lucine Garibian

Absent: Saodat Aziskhanova, Mary Mirch, Isabelle Saber, Yvette Ybarra Donna Voogt

Resource/
Guests: Kathy Bakhit, Peggy Renner,

CALL TO ORDER

Ed Karpp called the meeting to order at 12:16 p.m.

1. APPROVAL OF MINUTES

- **MSC (Kamei/Nakasone)** to accept the minutes of the September 9, 2013 meeting.

OLD BUSINESS

2. Accreditation Follow-Up Report Due March 15, 2014

David and Ed reported on SLO progress to date. The latest numbers will go into the Board Report for the October 21 meeting. Divisions have been adding assessment reports. Mary commended the great progress but reinforced the need to reach 100%. The matter of assessing “new” courses was discussed. Mary, David and Yvette’s position is that assessing the first semester of a new course won’t work and that new classes need to be established before they can be assessed successfully. The December deadline for all outstanding assessment submittals was addressed.

Rec. 1 Strengthen the linkages among program review, planning and resource allocation processes. We will focus on PLOs not completed. It was agreed that we will use Smartsheet to track our progress and goals. We must show that we have systems in place and are using results for planning. We also need to be evaluating our processes and using what we have already established. Kathy suggested some evidence ideas such as C&I minutes.

Rec. 2 Accelerate SLO assessments to meet proficiency level. We are waiting for our final assessments at the end of the fall term. We have activities that we can cite which were developed to complete this task. SLOs as part of the faculty evaluations is being resolved. The Guild and the district on working on the contract language listing multiple ways that “evidence of student learning” which will be completed this semester.

Plan review and resource requests were discussed. Credit and non-credit matriculation plans were the only submittals last year. Matriculation generated a resource request. The process is not coordinated with program review. Ed suggested that we roll all plans into the program review process. Alfred discussed some of the confusion. All plans will need to have an

administrator. Mary explained that there are also short term and long term PR requests. It was decided that we will continue with Plan review for the coming year.

Follow-Up on Action Plans from the 2010 Accreditation report: We still need to produce the status of the 264 plans. Many are similar. Isabelle will report on this at the next meeting.

3. Planning Handbook 2013-2014

Ed reviewed the small changes submitted by IPCC members.

4. Annual Evaluation of Planning, Program Review and Resource Request Allocation for 2012-2013

The status of the resource requests has not been completed by the Budget Committee. A meeting of the Expanded Budget Committee is scheduled to take place on October 23. The program review and resource request evaluations will be completed after that.

5. IPCC Mission Statement (Annual Review)

The mission statement was reviewed. Jill suggested that program review be added after “The committee oversees college planning...” because the Program Review Committee is a subcommittee of the IPCC.

- **MSC (Mirch/Ramirez)** to accept the addition of program review to the IPCC Mission Statement.

ADJOURNMENT

The meeting was adjourned at 1:28 p.m.

Submitted by Jill Lewis, Instructional Services Manager