

**Glendale Community College  
Institutional Planning Coordination Committee**

**February 10, 2014 - 12:15 p.m. in AD121**

Present: Saodat Aziskhanova, Ed Karpp, Richard Kamei, Deborah Kinley, Sarah McLemore, Mary Mirch, Ron Nakasone, Rick Perez, Isabelle Saber, Hoover Zariani, David Yamamoto

Absent: Marc Drescher, Deborah Robiglio, Mike Scott, Yvette Ybarra, Alfred Ramirez, Jill Lewis

Guest: Michael Ritterbrown

**CALL TO ORDER**

Ed Karpp called the meeting to order at 12:15 p.m.

**1. APPROVAL OF MINUTES**

- **MSC (Kamei/Mirch)** to accept the minutes of the January 13, 2014 meeting as presented.

**OLD BUSINESS**

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

The Follow-Up Report will be presented to the Board of Trustees for a second reading during the February Board meeting. The numbers of course and program-level SLO's have remained constant at 94%. Last year, to receive "full credit" from the Commission, the number had to be at or above 95%; we are close, but not quite there.

**NEW BUSINESS**

**3. IPCC Validation of Resource Requests from Plan Review**

The document is posted online on the IPCC website.

**ACTION ITEM:** all members of the committee are invited to review the document by next month's meeting.

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

The draft of the self-evaluation is on the IPCC website.

**ACTION ITEM:** all members of the committee are invited to review the document by next month's meeting and to provide input. (Karpp will send out the rubric.)

McLemore suggested that staff on Program Review validating teams be invited to provide input on the process as well (suggestion for improvement of the planning process).

**5. New Accreditation Standard: "The institution regularly evaluates the efficacy and currency of its planning processes and plans, and broadly communicates the results across the institution."**

Currently, we don't evaluate plans in an integrated way, nor do we have a timeline for updating/reviewing our various plans.

**ACTION ITEM:** Saber will bring a proposal on the process to next month's meeting.

**ACTION ITEM:** Karpp will work on the Planning mini-handbook.

**INFORMATIONAL ITEMS:**

- a. ACCJC will hold a local hearing on the proposed new standards on April 28 in Sylmar.

**6. Process for Emergency Resource Allocation**

The topic came up (again) in this month's Budget Committee meeting.

**ACTION ITEM:** IPCC to clarify and/or develop a process for emergency requests to recommend to the Budget Committee.

**ACTION ITEM:** IPCC to develop a plan for better communication of our planning processes to the campus community.

**ACTION ITEM:** Saber to contact Drescher regarding the developing of an inventory of software, hardware, and other classroom equipment and a timeline for replacement.

**7. Other:**

Mirch reported that the college is submitting two Substantive Change Reports to ACCJC (on Distance Education and Transfer Degrees) for review during its April meeting. The commission reviews substantive change reports in three consecutive months (March, April, May) and again in the Fall. However no institution may submit a report during the year preceding an accreditation visit. As such, our last opportunity to submit these reports is during this year.

**ADJOURNMENT**

The meeting was adjourned at 1:10 p.m.

*Submitted by Isabelle Saber*