

**Glendale Community College
Institutional Planning Coordination Committee**

April 21, 2014 - 12:15 p.m. in AD121

Present: Saodat Aziskhanova, Marc Drescher, Ed Karpp, Deborah Kinley, Jill Lewis, , Mary Mirch, Rick Perez, Isabelle Saber, Ron Nakasone, Alfred Ramirez, Deborah Robiglio, Mike Scott, David Yamamoto, Arin Fiterz, Kevork Nalbandian

Absent: Margaret Mansour, Yvette Ybarra, Hoover Zariani,

Resource/ Guests: Sarah McLemore, Michael Ritterbrown, Monette Tiernan, Teyanna Williams

CALL TO ORDER

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

1. APPROVAL OF MINUTES

- **MSC (Kamei/Saber)** to accept the minutes of the March 10, 2014 meeting.

OLD BUSINESS

2. IPCC Validation of Resource Requests from Plan Review - Validation of the Non-Credit Student Success and Support Plan

Deb Kinley presented an updated version of the document "Progress Toward Goals". Deb was asked if the software at Garfield is the same as at the main campus. She stated that the Career Center on the main campus felt that Eureka could be shared and that a "piggyback" deal was discussed. Mary suggested that it may be more beneficial for the campus to get the license or share it and asked Deb to talk with Susan Courtney about the matter. Alfred stated that Quick-books was put into three separate bundles (as authorized versions) that had been checked out with Susan. Richard asked how many users were authorized for Eureka. Deb will investigate and report back.

MSC (Saber/Ramirez) to accept the validation of the Non-Credit Student Success and Support Plan.

3. Annual Evaluation of Planning, Program Review, and Resource Allocation

The three reports were combined into one report as has been the practice for the past two years.

- **MSC (Kamei/Kinley)** to accept the approval of this document

Mary stated that she had issues with the method of communicating the resource request process and cited issues with people understanding the IHAC as an example. Saodat and Hoover cited issues with the "Expanded Budget Committee" overriding CHAC decisions. Isabelle stated that faculty numbers are determined by the college's FON number and that it is preset. CHAC does not have a set number and is determined by Administrative Exec. There is

no outline for “replacement” positions in the budget. Retirements and replacements are not reflected in the number of people hired. We need to review CHAC in relation to IHAC and SSHAC which are vastly different. It was agreed that we need to revise and discuss a process and plan. The group agreed that the evaluation form was confusing. Ed will bring a new form to the next meeting.

4. Accreditation Gap Analysis: Progress Report

Ed stated that Research & Planning will report on how well we meet our mission. Ed will have indicator measures to match up with the mission. Isabell is gathering “Gap” information from the writers. The Core 3 met with the three VP’s and noted several action items. Marc has been working on the IT Plan. Isabelle stated that it was a challenge to try and get a self-evaluation of each governance committee and to determine how each committee’s mission connects with student learning. Isabelle felt that governance review might be a more efficient method of getting information than going to each governance committee chair to get this information.

Sarah stated that C&I and CODE should also report out. Isabelle will include any other committees who want to participate. Mike Scott stated that he was working on a review and that the Institutional Standards were moving slowly. It was agreed that we will be looking at and reviewing our Gap analysis chart at each meeting with a more detailed look at our May meeting. Isabell stated that team drafts will be available at the end of April and wanted to know how much this committee wanted to see/review and asked if there should be a “Steering Committee”? Mary suggested that a couple of chairs could come to IPCC each month to discuss progress and any issues or problem areas with their standard. Isabelle gave an overview of what the standard committees are doing.

5. Mini-Handbook/Planning at a Glance

Ed shared a new Mini-Handbook (brochure) describing our planning processes, preliminary goals, college plans and a modified flow chart and pyramid which also outlines Integrated planning, program review and the resource request process. This will be discussed at the next Division Chairs meeting.

ADJOURNMENT

The meeting was adjourned at 1:14 p.m.

Submitted by Jill Lewis