

**Glendale Community College  
Institutional Planning Coordination Committee**

**February 27, 2012 - 12:15 p.m. in AD121**

Present: Trudi Abram, Saodat Aziskhanova, Ed Karpp, Wayne Keller, Richard Kamei (for Isabelle Saber), Deborah Kinley, Jill Lewis, Margaret Mansour, Sarah McLemore, Mary Mirch, Ron Nakasone, Rick Perez, Alfred Ramirez, Mike Scott, Monette Tiernan, Hoover Zariani

Absent: Donna Voogt

Guests: Dawn Lindsay

**CALL TO ORDER**

Ed Karpp called the meeting to order at 1:30 p.m.

**1. APPROVAL OF MINUTES**

- **MSC (Abram/Scott)** to accept the minutes of the February 13, 2011 meeting.

**OLD BUSINESS**

**2. Follow-Up Report Due March 15, 2012**

Ed shared the new web location for SLOs/PLPs: <http://research.glendale.edu/slo/index.html> and reported that the numbers were still low. Jill had previously discussed what information was outstanding with each division chair. Although we have not received updated reports from the Feb. 24<sup>th</sup> Institute Day timeline activities, the timelines should start coming in over the next few days. Mary explained that our prime concern at this time is Instructional SLOACs and that this first complete cycle of reporting should put us at the “sustainable” SLO level. Sarah and Jill discussed a campuswide SLO retreat that will be planned on a Friday in April or May after the new SLO coordinators come on board.

We believe that we have reached the ACCJC’s “Sustainable” level in program review and planning and that beginning in fall 2012 we will have reached the “Proficiency” level for SLOS.

Standard IIID- Financial Resources has been revised by the ACCJC for a first reading. Ed explained that the commission has put out a call for comments and any suggested changes or issues concerning updates to the standards and practices at an upcoming hearing to be held in our area on March 14.

**3. Administrative Regulation 3250, Institutional Planning**

A draft using the CCLC template was presented as a second reading. “Process as outlined in the Planning Handbook” was added along with the types of surveys conducted and the Campus Profile. Ed will merge in some language from the mission statement and bring back a simplified draft at the next meeting.

Ed returned the final draft for approval. Changes were made to the development of plans and the approval process, and the addition of Title V references in response to changes in student services information. All college plans are required to go to all standing committees for approval and various other committees listed if applicable.

- **MSC (Scott/Ramirez)** to approve the latest changes to AR3250.

**5. Procedure for Urgent Resource Requests Outside of Regular Timeline**

Members expressed issues with the last sentence. The matter was tabled. CHAC will come back to the group with new language.

**ADJOURNMENT**

The meeting was adjourned at 2:30 p.m.  
The next meeting dates will be March 12 AND 26.

*Submitted by Jill Lewis*