

**Glendale Community College
Institutional Planning Coordination Committee**

August 13, 2012 - 12:15 p.m. in AD121

Present: Ed Karpp, Jill Lewis, Sarah McLemore, Mary Mirch, Rick Perez, Mike Scott, Donna Voogt,
Absent: Trudi Abram, Saodat Aziskhanova, Wayne Keller, Deborah Kinley, Ron Nakasone,
Isabelle Saber, Monette Tiernan, Alfred Ramirez, Yvette Ybarra, Hoover Zariani
Guests: Jim Riggs

CALL TO ORDER

Ed Karpp called the meeting to order at 12:20 p.m.

1. APPROVAL OF MINUTES

As there was not a quorum present, the minutes of the previous meeting were not approved.

OLD BUSINESS

2. ACCJC Mid-Term Report Due March 15, 2013-Self Identified Issues/Planning Agenda Items

Sarah explained that C&I was working to link SLOs and assessment timelines with new curriculum and to show the committee that other courses are compliant. Mike will take this to Academic Affairs and the Senate. The "Standards for Justification of Needs" section will also include SLOs. Additionally, there is a certain level of proficiency that is supposed to be reached before something new can be added and this is slightly controversial. Several divisions have to define their "families". There is also a need to implement a policy for priorities to be set for future curriculum development. Mike suggested that this be started in fall and shared with all constituencies.

Ed reviewed the planning agenda document and the responses to Rec. 1 and 9. The GASB funding includes some load banking money and also a percentage of new employee salaries.

Rec. 2 We must not only reach the proficiency level for SLOs, but also the sustainable level for each of the rubric items. A SLO progress update, dated July 17, 2012 is on the IPCC website. A new pyramid drawing will follow the flow chart. We were criticized before for not completing 'cycles'. Fall 2012 will be the last opportunity to complete any cycles for inclusion with our March 2013 Midterm Report. Gavilan College prepared a sample SLO Progress Report that is also on the IPCC website. Sarah will forward the Commission email outlining how to report our numbers. Notations must be made for courses that are in the catalogue, but have not been offered. Sarah and Susan Clifford from the Commission will be giving a workshop on SLO reporting at the SSS Conference at the beginning of October. Rick reported that he and Michelle Mora have worked on publishing the policies required by Rec. 3. All courses in the catalogue and those being offered year need to have assessments completed.

In response to our self-identified issues, Ed has consolidated the latest 274 items into a spreadsheet. Mary wants to use this document of plans for future changes and improvements.

3. Timing of Annual Program Review Process

A move to spring reporting for the instructional programs was discussed. Jill explained that the number of weeks for divisions to report would have to be shortened as the 2013 spring semester does not start until February 19. This would result in instructional programs to have six weeks (instead of the eight weeks previously allowed) to work on the reports) to allow processing and still meet the April 30 IHAC deadline. Late reports have been problematic in the past. This additionally slows down the time schedule for all other resource requests to be processed and forwarded to the standing committees. Revised timelines will be brought to the next meeting.

ADJOURNMENT

The meeting was adjourned at 1:15 p.m.

Submitted by Jill Lewis