

**Glendale Community College
Institutional Planning Coordination Committee**

November 19, 2012 - 12:15 p.m. in AD121

Present: Ed Karpp, Aarin Edwards (proxy for Deborah Kinley), Jill Lewis, Margaret Mansour, Mary Mirch, Ron Nakasone, Rick Perez, Isabelle Saber, David Yamamoto, Yvette Ybarra, Nancy McLees (proxy for Hoover Zariani), Daniela Contreras, Vahe Sargsyan

Absent: Sarah McLemore, Alfred Ramirez, Mike Scott, Donna Voogt

Resource/ Saodat Aziskhanova, Kathy Bakhit, Jim Riggs, Michael Ritterbrown, Monette Tiernan
Guests:

CALL TO ORDER

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

1. APPROVAL OF MINUTES

- **MSC (Mirch/Contreras)** to accept the minutes of the November 19, 2012 meeting.

OLD BUSINESS

2. ACCJC Mid-Term Report Due March 15, 2013

Ed showed the Google document version of the report and reviewed the responses that have been assigned to members of the committee.

Rec. 1 Integrated Planning - Ed will make the two tracks (A & B) of the flowchart more predominant. Jill has data regarding the disposition/funding of all resource requests submitted through program review last year and additional funding from other sources which can also be included. It was suggested that the CHAC process be added to this response.

Rec. 2 SLO Proficiency – Mary, Margaret and Ed had comments and small changes re SLO data, linking program review and planning and consistent language. Timelines will be established and the eLumen explanation was changed. Yvette reported on the challenges of tracking assessments and consolidating the numbers. Mary has division chair assistants continuing with SLO reporting in January and February to capture final numbers to reach our “Proficiency Level”.

Rec. 3 Publishing College Policies – Rick stated that this was being finalized.

Rec. 4 Employee Evaluations/staff development/outcomes & evaluations – draft has not been submitted. Jill will work with Donna and HR to get an accounting of progress and backup evidence needed.

Rec. 5 EEO Plan – Sarah noted that we should be updating this plan.

Rec. 6 Long Range Planning in ITS – Alfred and Mary are working on this and reported that due to insufficient state funding the Capital outlay fee from International students will be specified to fund IT starting in 2013.

Rec. 7 Inadequate Staffing – Sarah inquired about what training has been done. Ron will follow-up on this and report back. Jill has the Glendale P.D. letter as evidence of security between midnight and 6 a.m.

Rec. 8 Safety of the Servers – DSA approval was finally received. Ron and our IT consultant are producing monthly status reports.

Rec. 9 – GASB45 Long Term Liability – Ron has the most recent funding numbers which will be reported out June 2013.

Other Reporting Components: Ed and Jill will go through the planning agenda items and self-identified issues. The SLO Status Report will go to the Board for a 1st Reading on January 14, and back for a second reading and approval at the February 25 meeting

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

Ed reviewed the Program Review evaluation. Jill agreed to rework some of the language regarding resource requests

8. Proposal for Combining Accreditation, Planning and Program Review Released Time Positions

Due to time constraints Mary asked that we skip items 4-7 and discuss this item out of order.

Mary discussed the history of RT positions for these three areas, the difficulty in filling the positions and the benefits of combining the positions and extending the time period from two or three years to five years. The committee was supportive of this plan. Mary thinks the matter should be presented to the Senate first and then to the RTEP Committee.

ADJOURNMENT

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

Submitted by Jill Lewis