

**Glendale Community College  
Master Planning Committee (Team A)**

**May 5, 2014  
1:00 p.m.  
SC 177**

**Present:** Tina Andersen-Wahlberg, Saodat Aziskhanova, Ramona Barrio-Sotillo, Marc Drescher, Mike Dulay, Kathy Flynn, Nancy Getty, Lourdes Girardi, Pat Hurley, Ed Karpp, Deborah Kinley, Ron Nakasone, Toni Reyes, Michael Ritterbrown, Isabelle Saber, Rory Schlueter, Jeanette Stirdivant, Monette Tiernan, Paul Vera, Teyanna Williams, Jan Young, Hoover Zariani, Roger Bowerman (proxy for Bill Shamhart), Jill Lewis (proxy for Mary Mirch), Brenda Jones (proxy for Sarkis Ghazarian)

**Absent:** Davit Avahyan, Kathy Bakhit, Keith Conover, Bill Elbettar, Arin Fiterz, Jon Gold, Peter Green, Rick Guglielmino, Emelyn Judge, Richard Kamei, Alice Mecom, Michelle Mora, Kevork Nalbandian, Elmira Nazaryan, Tzoler Oukayan, Rick Perez, Alfred Ramirez, Scott Rubke, Liz Russell, Paul Schlossman, Michael Scott, Jan Swinton, David Viar

**Guest:** Lisa Brooks

**CALL TO ORDER**

Ed Karpp called the meeting to order at 1:20 p.m.

**APPROVAL OF MINUTES**

**1. Minutes of October 18, 2013**

- **MSC (Bowerman/Schluetter)** to accept the minutes of the May 31, 2013 Team A meeting

**OLD BUSINESS**

**2. Review of College Mission Statement**

Ed Karpp showed the committee the current mission statement and the current draft of the accreditation standards, which require the mission to include a definition of the intended student population. He asked the committee to think about whether GCC's mission statement has a clear definition of the intended student population. This could be brought up when the college undergoes its regular mission statement revision process in the Fall semester.

**NEW BUSINESS**

**3. Review of Themes from Program Review/Resource Requests**

Jill Lewis compiled a summary of the major categories of resource requests from the 2013-2014 program review process. In ranked order from most frequent, the categories were faculty and staff replacements; instructional equipment replacement; computers, printers, copiers; room upgrades; increase budget and hours; and software renewals. Ed Karpp asked the committee to consider these as it revises the Annual Goals for 2014-2015, particularly the frequency of resource requests about technology.

#### 4. Annual Goals

The committee discussed Annual Goals for 2014-2015. Isabelle Saber presented a document showing the work Team B did to update the college on progress toward meeting the 2013-2014 Annual Goals, established by Team A in Spring 2013. Some goals had been addressed but most had components that had not been resolved.

- Goal 1 on efficient scheduling and room ownership has been addressed with work by the Enrollment Management Committee and others on improving scheduling, but the room ownership issue has not been resolved.
- Goal 3 on streamlining the transition between noncredit and credit generated the correction that the pre-assessment activities are funded by Title V and not the Basic Skills Initiative, and the addition of some activities such as the Credit ESL and Noncredit ESL divisions working together on transitions, a Vocational ESL class combining ESL and Welding, counseling services and other student services being coordinated under the collegewide student services operation, and coordination with disabled student services, health services, and the library for noncredit students.
- Goal 5 on technology funding generated a lengthy discussion. One hundred percent of the capital outlay fee paid by nonresident students is used to fund a budget item for technology, for a total of about \$140,000. A goal for computer replacement is 20% of computers replaced annually. A consultant reported that 1% of the college budget should be allocated to technology, which would be about \$800,000 annually, but there were questions about what would be included in the 1% (if salaries or the Oracle license were included, the college would be spending more than 1% now). Committee members made suggestions including using administrative costs from grants to pay for computer replacement, or leasing computers for high-end use in classrooms (which is in progress).
- Goal 12 on looking at IHAC, SSHAC, and CHAC was supported. The committee also wanted to look at how the number of hires is determined in each of the categories. There was concern about looking at replacement positions and new positions. There was also concern about having three separate processes for instructional faculty, student services faculty, and classified staff.

The committee discussed the set of Annual Goals for 2014-2015 proposed by Team B. There was discussion about the inconsistency among the different goals from last year. The committee decided to move some goals to a list of operational principles.

- Goal 1—“Course/program scheduling will be based on student demand, fill rates, and graduation requirements and spread across various time blocks to facilitate access”—will be moved to the list of operational principles.
  - **MSC** to move Goal 1 to the list of operational principles
- Goal 2—“Develop a framework for defining programs in terms of how they meet GCCD’s mission”—will continue as a goal. It should also be assigned to Student Affairs because it refers to student services programs. Metrics are necessary to apply this goal to administrative and student services programs. Employment should be taken out of the metric and replaced with “internal and external demands.”
- Goal 3—“Streamline the transition from Non Credit to Credit”—should add the 3SP Committee in addition to the BSI Committee, as well as the Enrollment Management Committee because of scheduling patterns. The goal should look at the coordination between credit and noncredit, not just the outcomes of students moving from noncredit to credit.
- Goal 4—“The pursuing of future grants and business partnerships will be based on the ‘total cost of ownership’ and the development of a specific plan for institutionalizing grant-funded programs”—will be moved to the list of operational principles.

- **MSC** to move Goal 4 to the list of operational principles
- Goal 5—“The college will allocate on-going funding so that the replacement of equipment and technology can be scheduled and planned based on industry standards”—needs to add Team A to the responsible group list. Team A will work on resource requests related to funding technology and submit them as part of program review/plan review in Fall 2014.
- Goal 6—“Investigate means of increased coordination and communication among the diverse student labs”—generated discussion, with the committee not understanding how the new position of Dean of Learning Support Services is intended to work with labs. The committee changed “diverse student labs” to “diverse learning resource centers.”
- Goal 7—“Increase levels of assessment of student learning outcomes at the course, program, and institutional levels; formalize process for the use of assessment results in program improvement”—should include the Student Services Division as well as the instructional divisions.
- Goal 8—“ Faculty will continue to have a leading role in the exploration, evaluation and implementation of delivery modes and methods of instruction that meet the objectives of the curriculum and support student needs”—will be moved to the list of operational principles.
  - **MSC** to move Goal 8 to the list of operational principles
- Goal 9—“ The college will continue the cyclical evaluation of its shared governance structure to ensure wide participation in decision making and the alignment of processes with its mission”—will be included in the list of goals.
- Goal 11—“ The college will continue its use of social media to provide information to students, faculty, staff, and the community and to share college accomplishments more widely”—should say “strengthen” instead of “continue.” (Note that goal numbering moved directly from 9 to 11; there was not a Goal 10 in the proposed list of Annual Goals.)
- Goal 12—“ The college will clarify its hiring prioritization processes (IHAC,SSHAC, and CHAC) and how decisions are made about which positions will be funded”—will also include looking at how the number of new hires is determined, including the idea that the Faculty Obligation Number (FON) should not determine the number of hires but rather the minimum number of hires. The Academic Senate and the CSEA should be added to the list of responsible groups.
- Goal 13—“ The college will develop a ‘green’ policy and implement it in order to work toward reducing the use of paper and improving the college’s impact on the environment”—should add Campus Development and/or Facilities to the list of responsible groups, as well as the Governance Review Committee (for minimizing paper used in governance meetings) and Information Technology. The word “improving” should be deleted.
- Goal 14—“Develop Program Review Themes”—will be added to the list of goals.
- Goal 15—“The Total Student Experience”—will be added to the list of goals.
  - **MSC** to approve the list of Annual Goals for 2014-2015 as revised by Team A.

The revised list of Annual Goals will go to Team B and then to the Campus Executive Committee for final approval.

## 5. Institution-Set Standards

The Academic Senate passed a motion on May 1 to continue the same institution-set standards as last year.

- **MSC** to keep the same institution-set standards that were established in Spring 2013 (course completion rate 67%, retention rate 47%, degree completion number 350, transfer number 800, and certificate completion number 200).

#### **ADJOURNMENT**

The meeting was adjourned at 3:05 p.m.

*Submitted by Ed Karpp, Dean of Research, Planning, and Grants*