

Responsible Group	Action Item	Deadline	Notes
President's Office	Development of a code of ethics for managers	Sep 2014	<u>Code of Ethics adopted by managers at MaC Group meeting on May 20, 2014. Code will be included in the 2015 Catalogue. In the 2010 self-evaluation report, BP3050 and BP2715 were referenced; may not be enough this time.</u>
	Review of key indicators with BOT	Nov 2014	<u>Student Success Scorecard data and Academic Senate approved "Institutional Standards" – will be presented to the BOT at its July 22, 2014 meeting.</u>
	Develop and implement an ongoing training program for board members	Nov 2014	<u>BOT reviewed policies and practices regarding board development at its May 28, 2014 special meeting, developed Focus Areas for 2014-15 that incorporated a section on board development, and directed staff to prepare a board policy on new member orientation.</u>
	Update BP for board evaluations	Nov 2014	<u>BOT agreed to policy update language at its May 28, 2014 special meeting and the revisions are working through governance review and take five months before the board can take finale action in October 2014.</u>
	<u>Evaluation of ALL personnel responsible for student learning → rewrite administrative evaluations to include SLOs</u>	<u>Sep 2014</u>	<u>Dr. Viar to update administrative checklist for instructional managers and division chairs. Work with HR</u>
	<u>Inventory of complaints - INTEGRATED REPORT FOR ALL CATEGORIES</u>	<u>Dec 2014</u>	<u>HR to track and implement a system of archiving employee complaints, student complaints, union grievances.</u>
	<u>RTEP positions</u>	<u>Nov 2014</u>	<u>Investigate RT positions and present proposal to RTEP – Admin Exec topic for Summer Retreat</u>

	<u>· A Board policy and Administrative Regulation for Classified Hiring (Standard IIIA)</u>		<u>Administrative Exec Summer Retreat</u>
	<u>· A Board Policy and Administrative Regulation for Classified Administrator evaluations. (Standard IIIA)</u>		<u>Administrative Exec Summer Retreat</u>
	<u>There is a BP on how Board of trustees handle BPs – but the process for handling ARs is not addressed within this BP (Standard IV)</u>		<u>BOT does not handle AR's. The adoption of AR's is left to appropriate standing committees with final approval made by Campus Exec (Is this not covered in the Governance Document?)</u>
	<u>Should BP 2415 (Superintendent/President Role) be amended to explicitly address this standard?</u>	<u>MAY 2015</u>	<u>NEXT YEAR'S REVIEW BY BOT</u>
	<u>Add accreditation as a role to BP 2415 (Superintendent/President Role)?</u>	<u>MAY 2015</u>	<u>NEXT YEAR'S REVIEW BY BOT</u>
	<u>IVC6 - Does the BOT set expectations of student learning through policy? Academic Senate has determined 'institutionally set standards' and these have been forwarded to Campus Executive who in turn will forward them to the Board.</u>	<u>JAN 2015</u>	<u>THIS PERTAINS TO THE ACADEMIC SENATE'S INSTITUTION-SET STANDARDS, TO BE REVIEWED BY BOT AT ITS JULY 2014 MEETING.</u>
	<u>IVC-8: Does the BOT have a process for regular evaluation of policies & bylaws? Is such evaluation linked to the mission?</u>	<u>JAN 2015</u>	<u>DISCUSSED AT MAY 2014 BOARD RETREAT. DR. VIAR WILL ESTABLISH A TIMELINE FOR CYCLICAL REVISIONS OF POLICIES AND BYLAWS.</u>
	<u>IV.C.9 Is there an ongoing training program for board development & new board members?</u>	<u>JAN 2015</u>	<u>THIS IS PART OF THE BOARD ANNUAL FOCUS AREAS AND OUTCOMES MEANES. NEW BOARD MEMBER TRAINING IS BEING ESTABLISHED BY DR. VIAR</u>
	<u>IV.C.10 AR 9280: Trustee Evaluation instrument (http://archive.glendale.edu/policies&regulations/ARweb/AR9280.htm): this AR is listed under Chapter 2 of the BPs & ARs but has not been renumbered</u>		
	<u>IV.C.11 Are board member interests disclosed? There is nothing in board policy that states they must/do disclose. Note: Form 700 (Statement of Economic Interests) is filed annually with the California</u>		<u>DR. VIAR TO FOLLOW UP WITH ANI.</u>

	<u>Fair Political Practices Commission</u>		
\\	<u>IV.C.12 Board Policy 3200 – Accreditation (and AR 3200) could not be found online but there were several references to this in minutes from various meetings. This was reviewed & approved by the Academic Senate in 2010 and went to Academic Affairs but apparently has stalled somewhere in the process.</u>		<u>WAS THIS BP POSSIBLY RENUMBERED? DR. VIAR TO FOLLOW UP.</u>
<u>Instructional Services</u>	All SLOs to be updated	Mar 2015	<u>SLCOAC committee is working on policies for ongoing updates ...distribute changes in the Fall 14</u>
	Integrity of all means of delivery	June 2014 Oct 2014	<p><u>Link to DE Substantive Change Report— Substantive change report completed and will revise this summer for ACCJC</u></p> <p><u>Note: Jill spoke to Susan Clifford on June 19, 2014 to clarify points that need to be covered in the follow up to the Substantive Change Report.</u></p> <ul style="list-style-type: none"> - <u>Faculty Training – content/pedagogy</u> - <u>Evidence of student readiness</u> - <u>Information on providing services to DE students</u> <p><u>ACCJC has asked for Program Review documents pertaining to DE → ACTION ITEM: incorporate questions in revised PR 2014-15 document pertaining to DE .</u></p>
	Quality of SLOs	Oct 2014	<p>To be discussed at C&I, Academic Affairs, SLOAC Committee</p> <p><u>SCOAC committee is working on policies for ongoing updatesdistribute changes in the Fall 14</u></p>
	Development of pathways for degree/certificate completion	Dec 2014	<p>In conjunction with Student Services to ensure that catalog lists all courses that are offered intermittently</p> <p><u>Templates are available for transfer degrees....</u></p>

			This was brought up with the division chairs, but task has not yet been completed. Ed to bring item to next Deans' meeting. this has not been done
	Pathways for CTEs	Dec 2014	Jan Swinton has pathways for CTE from K-12 to university....we have some publications and a grant Ed to bring up issue at next Deans' meeting. Standard IIA team encouraged to speak directly with Jan Swinton.
	Demonstrating competencies	Dec 2014	Tie to ILOs... Establish indirect assessment via exit surveys. ACTION ITEM: Ed to develop a survey to be sent via email to this year's (and subsequent) graduates. don't know what we are asking for in this item
	Evaluation of ALL personnel responsible for student learning → rewrite administrative evaluations to include SLOs	Sep 2014	Dr. Mireh to update administrative checklist for instructional managers and division chairs. Work with HR
	Inventory of complaints	Dec 2014	HR to track and implement a system of archiving employee complaints Instruction to implement a database of student complaints Core 3 to track union grievances...I think we need a single place to log in complaints....it can be broken down into student, faculty, union and otherHR should maintain the list
	Write Student Equity Plan	Dec 2014	Part of the 3SP – Ed, Rick, and Terrence working on early draft and will coordinate their efforts with the coordinator once he/she is appointed to the position.B
Student	Clean up the website / <u>prioritize what students need to see and easier to</u>	<u>Nov 2014</u>	<u>If this pertains to the catalog, class</u>

Services	find the information.	Mar 2015 Nov 2014	description, policies, including federal requirements, the 2015-16 Catalog is due March 2015. TMS/Pat Hurley working on this
	Create a new tab on website called “Student Success” with links to student accountability reports, campus profile, etc...	June 2014 June Dec 2014	Work with IT – 3SP Advisory/Jeanette Stirdivant
	Develop policy (AR) for all campus publications	June Dec June 2014	Public Information Office/Paul Schlossman Work with Marketing Committee
	Add a box of summary on the total cost of education on key brochures publications such as the Class Schedule Add a box of summary on the total cost of education on brochures	Aug 2014	Marketing/Paul Schlossman and Pat Hurley Work with Marketing Committee
A1	Ensure that catalog lists all courses that are offered intermittently	Dec 2014 Mar 2015 Dec 2014	Catalog taskforce in conjunction with Instructional Services Catalog taskforce – Catalog Team/ Rick and Mary. ALSO: See above in Instructional Services list: Ed is also following up on this item.
	Improve access to support services, including library services, at Garfield	Dec 2014	Student Services Cabinet/Jeanette Stirdivant and Deborah Kinley
A2	Development of pathways for degree/certificate completion, transfer goals	Dec 2014 Mar 2015 Dec 2014	In conjunction with Instructional Services
	Backups of student records and how far back they should go	Mar 2015	Student Services Cabinet/Rick
	ADA Compliance	Mar 2015	Campus Development/Rick and Ron
\	Hold and document discussions on standards of achievement that were recently adopted and develop an action plan in case those standards are not achieved	Jun 2014	Student Equity Plan
Business Services	Develop a plan for campus police presence at Garfield	Dec 2014	Proposal due at Budget Committee in June 2014 to add another officer through alternative funding with scheduled presence at Garfield Campus. (Ron)
IT	Revise IT plan	Oct 2014	In Progress – a subgroup of 4C’s is working on a new five-year plan which should be presented to IPCC in October 2014.

	Develop a software index	Dec 2014	
	Address the issue of intermittent wireless connection on main campus	Nov 2014	
	Address technology gaps at Garfield	Dec 2014	
	Professional development on technology	Mar 2015	Work with Staff Development/HR <u>Staff Development to include technology workshops in its offerings in 2014-15 and beyond → incorporate in Staff Developmental Plan and delineate implementation steps</u>
HR	Update HR Strategic Plan	Jun 2014	<u>Done – Forwarded to Administrative Affairs in September 2014 for review.</u>
	Write Diversity/EEO Plan #	Aug 2014	<u>These are split into two separate plans. EEO Plan: Teyanna has solicited help from two other campuses; the group is getting together in July (and Rick is joining them) to develop the plan. Diversity Plan: a diversity taskforce has been formed to work on the plan. A tentative outline will be done by mid-July.</u>
	Update Staff Development Plan	Jun 2014	<u>Almost finished</u>
	Update job descriptions	Dec 2014 <u>Ongoing</u>	May need consultation/negotiation with unions <u>Sara in HR is tasked to periodically update job descriptions as the positions become vacant.</u>
	Tracking licenses that require periodical updates (driver's license, nursing, etc...)	Dec 2014	<u>Teyanna investigating software to address this</u>
	Evaluation of ALL personnel responsible for student learning → rewrite administrative evaluations to include SLOs	Sep 2014	Dr. Mireh to update administrative checklist for instructional managers and division chairs.
	Inventory of complaints	Oct 2014 <u>Dec 2014</u>	<u>Employee complaints. Union grievances, student issues to be incorporated into one database. Teyanna investigating tracking software. HR to track and implement a system of archiving employee complaints</u>

			Instruction to implement a database of student complaints Core 3 to track union grievances
	Professional development on technology	Mar 2015	Work with IT Department
	Missing/incomplete personnel files	Dec 2014	Teyanna to propose a record retention/creation policy
	Professional development for non-faculty employee groups	Mar 2015	Work with Staff Development Office
	Develop process to evaluate employment equity	Dec 2014	Trends should be included in Campus Profile Diversity plan(climate survey/interface with student equity/exit interviews
Senate	Hold and document discussions on standards of achievement that were recently adopted and develop an action plan in case those standards are not achieved	Jun 2014	
	Outcomes broken down by subpopulations	Jun 2014	
	Develop/Revise a statement code of ethics for faculty	Jun 2014	Work with the Guild – Dr. Viar is developing a similar language for managers. Senate has reviewed existing language (double check with Andy Young). If complete, include in 2015-16 catalog.
	Philosophy of GE – develop language	Jun 2014	Currently, we have language on the “objective” of GE in the catalog Isabelle to follow up with Andy Young after July 1 for 2015-16 catalog.
Core 3	Verify Mission is current on all college sites	Apr 2014 July 2014	Ed to contact Ann Simon and obtain copies of new mission to be posted at various locations.
	Determine whether Mission is clear on intent on student body served	May 2014 Nov 2014	Team B to draft language this summer, to be sent to Team A and subsequently to Campus Exec and BOT .
	Measure whether Mission is accomplished – Link student//retention data and expenditure to Mission	May 2014 Sep 2014	Ed is working on this.
	Implement a Data Center	Jun 2014	Work with IT - Done
	Governance committees to annually assess their effectiveness- develop	Jun 2014	Work with GRC and Frankie Strong – Initial

	a survey		survey sent out to all governance committee chairs with a requested return date of 9/30/14. A more comprehensive survey will be developed by GRC in Fall 2014.
	Better use of Campus Profile – governance committees to review campus profile and investigate their charge as it relates to standards and student populations – reflect those discussions in their minutes.	Nov 2014	Work with GRC and Frankie Strong – Will be included in survey of Governance committees.
	Publish a report to display standards for course completion, retention, etc.... by state-defined standards and measures	Jun 2014 Jul 2014	New Institutional Effectiveness ?BOT report (July 2014) to cover this Research and Planning
	Publicize USDE regulations on institutionally defined learning achievements	Jun 2014 Jul 2014	Jill to follow up
	Include on Team A website the standards of achievement adopted by the Senate	Apr 2014	Ed will add this to Team A website
	Efficacy of planning process	Jun 2014	IPCC Core 3 to come up with a timeline for all plans – Discussion occurring in Team B. Will be completed by end of summer.
	SLOs and Syllabi – contact chairs re: regular submission	Apr 2014	Done. Isabelle followed up with email to chairs in June and will send another reminder before the start of Fall.
	Distinguishing between collegiate and subcollegiate offerings	Jun 2014	Track practices in developmental courses – Standard IIA to investigate.
	Validating department-wide exams	Dec 2014	Work with the Senate – See Standard IIA
	Sufficient number of faculty	Nov 2014	Investigate RT positions and present proposal to RTEP
	Develop process to evaluate employment equity	Dec 2014	Trends should be included in Campus Profile
	Revise the EMP	Ongoing	Team B - Ongoing

[Additional Items brought forward by the 9 Standards:](#)

[Standard I \(Kathy Flynn/Cathy Durham\)](#)

[1A:](#)

- Does the 2013 revision of the mission statement fit the college in 2014? We need to make sure that GCC helps immigrants and those who need job retraining to achieve their goals. TEAM B TO REVISE MISSION THIS SUMMER AND PRESENT NEW LANGUAGE TO TEAM A IN THE FALL
- Updating students' goals in SEP. On page 71, it says that this information is collected on the college application and it may be updated through online registration. PART OF AIS PROJECT – SPEAK WITH RICK PEREZ RE: THIS ISSUE

More majors and skills have been added for students studying in vocational areas. This should be noted (3rd paragraph on p 71)

Standard IIA (Maria Kretzmann/Forrest Fordyce)

IIA.11. How do we make available to students our transfer of credit policies?

It appears we are not currently meeting this standard. Kathy was referred to AR 4236 but the text is not available online (although minutes suggest it was approved by the Senate in 2011). According to Kathy, Michelle Mora added creating a policy to her to-do list. THE LANGUAGE, IT IS BELIEVED, IS IN THE CATALOG. RICK TO FOLLOW UP.

The policy should include language about ensuring that the SLOs for transferred courses are comparable to those for our own courses.

As far as I know, transfer credit is currently granted on a case-by-case basis by Division chairs or discipline experts, who must compare syllabi for units, course content and rigor.

The second part of this question is about how we develop articulation agreements appropriate to our mission, which may need some clarification as well. I have a general statement from Richard, but the articulation webpage does not make our general policies clear. RICK TO FOLLOW UP WITH RICHARD CORTES.

In addition, I have questions about the following:

IIA.16. When programs are eliminated or requirements significantly changed, appropriate arrangements are made so that enrolled students may complete in a timely fashion...

Our current Enhancement/Sunset policy was approved by the Senate in 2004, and by Campus Exec in 2008. (why this strange disconnect in time?) This policy likely should be revisited. ISABELLE TO ASK THE SENATE IN EARLY FALL TO REVIEW THE POLICY AND DETERMINE IF ANY CHANGES ARE WARRANTED.

IIA.6. The institution's degrees and programs follow practices common to American higher education and appropriate length, breadth, depth, rigor, course sequencing, time to completion, and synthesis of learning. YES!

IIA.7. The institution schedules courses in a manner that allows students to complete certificate and degree programs within a period of time consistent with established expectations in higher education. FOLLOW UP IN FALL WITH MARY MIRCH, ED KARPP, AND JAN SWINTON RE: PATHWAYS TO COMPLETION

IIA.9. The institution validates the effectiveness of department-wide course and/or program examinations, where used, including direct assessment of prior learning. The institution ensures that these examinations are free of test bias and measure the intended learning outcomes. MATH, ENGLISH, CR ESL, NC ESL,; ANY OTHERS? ALSO INVESTIGATE WHETHER ANY COURSES USE STANDARDIZED LICENSING EXAMS AS PART OF THEIR COURSE ASSESSMENT (ISABELLE TO FOLLOW UP WITH CHAIRS)

-The Course Overview form issue needs to be resolved by Senate or appropriate body. (I understand that overviews for all classes are soon-to-be uploaded, access-to-all, on the website; some degree of uniformity will be expected.) YES- ALL SYLLABI ARE TO BE UPLOADED TO SHAREPOINT BEGINNING FALL 2014.

-This is being worked on by chairs and David Yamamoto, I believe, but it will be essential that all SLO reports/assessments be "viewable" (i.e., not have parts or elements cut off) on the database page. All assessments that are currently in the database need to be checked for "viewability." ALSO: Is there an official name for the "database" to be used when referring to it in Accreditation reports? DAVID YAMAMOTO TO FOLLOW UP

Standard IIC (Brenda Jones/Shant Shahoian)

Gap in providing comparable tutoring access to DE students

DR. VIAR SUGGESTS THAT SHANT SHAHOIAN CONTACT DIVISION CHAIRS AND HAVE FACULTY HOLD DISCUSSIONS ON WHETHER VARIOUS ONLINE TUTORIALS (SUCH AS THE KHAN ACADEMY) COULD BE INCORPORATED ON A LIST OF SUGGESTED SITES FOR STUDENTS TO UTILIZE FOR SUPPORT.

- ESTABLISH ONLINE TUTORING IN TUTORING CENTER VIA SKYPE.
- DIVISIONS WITH TUTORING CENTERS THAT ARE ONLY OPEN DURING THE DAY TO ESTABLISH A DEFINITION OF WHAT IS CONSIDERED TO BE “COMPARABLE” FOR NIGHT AND DE STUDENTS AND ATTEMPT TO OFFER SOME LEVEL OF SERVICES TO THOSE POPULATIONS.

Standard IIIA (Val Danzler/Beth Kronbeck)

IIIA.1.a

- Re-evaluate and change the process for updating the minimum qualifications book to ensure that information is accurate and current

UNDERWAY WITH ACADEMIC SENATE

- ~~· A Board policy and Administrative Regulation for Classified Hiring~~
- A Board policy and Administrative Regulation for Classified Hiring
- ~~· A written process for approving job qualifications for administrators~~

IIIA.1.b

- A written process for communicating, monitoring, tracking evaluations which should include a trigger mechanism to the evaluator(s) TEYANNA
- #### LOOKING AT SOFTWARE FOR TRAKCKING
- ~~· A Board Policy and Administrative Regulation for Classified Administrator evaluations.~~

IIIA.1.c

- A mechanism for analyzing student mastery of course content in DE/CE and making changes in course content as needed - LEAVE THIS ITEM TO STANDARD IIA. CE STANDS FOR CORRESPONDENCE EDUCATION.

IIIA.2

· Better integration/communication between systems (PeopleSoft and Oracle) to provide real-time data and reports on current staff, faculty, and administrators. For example, faculty changes that affect the accuracy of data for FON RESPONSE TO INCLUDE IN SELF-EVALUATION: THE STATE OF CALIFORNIA DEFINIES ADEQUATE STAFFING WITH THE FACULTY OBLIGATION NUMBER (FON). GCC HAS CONSISTENTLY MET OR EXCEEDED THIS NUMBER. DATA ON STAFFING ARE AUDITED INDEPENDENTLY ON AN ANNUAL BASIS BY ADMINISTRATIVE AFFAIRS AND HR.

IIIA.3.a

· Re-evaluate the need to restore the Cultural Diversity Coordinator and Student Equity

Coordinator position

AFTER CAREFUL CONSIDERATION AND ANALYSIS, RTEP HAS MADE THE DETERMINATION TO ELIMINATE THE CULTURAL DIVERSITY POSITION, BUT HAS ELECTED TO RETAIN THE STUDENT EQUITY COORDINATOR POSITION.

Standard IIC Gaps (from Spring 2014 IT survey –Zo Kaye/Tom Voden/Marc Drescher):

IT WAS SUGGESTED BY ADMINISTRATIVE EXEC THAT THIS LIST BE DIRECTLY CONNECTED WITH STANDARDS. THIS APPEARS MORE AS A WISH LIST TO THE GROUP THAN A DETERMINATION OF WHETHER STANDARDS ARE MET. ISABELLE TO WORK WITH THE TEAM.

1bG1 + 4-G2: Inadequate support for MAC users

1dG1: IT is in need of additional resources for hardware

1dG2: not enough wireless access points for Main and Garfield Campuses

1eG1: Database for C&I – Recommend acquiring CurricuNet Database

1eG2: Software Purchasing Process - Need for process has been identified by IT and will be included in Technology Plan.

1gG1: Multimedia in the classroom – many rooms still at levels 1 and 2, with no instructor computers.

1gG2: Office equipment – need to upgrade faculty computers and printers.

(only 25.5% of employees agreed or strongly agreed that technology updates or replacements are timely; 42.8% disagreed or strongly disagreed)

2aG1 +4-G3: PeopleSoft not living up to expectations – due to customizations??

2aG2: Uniform software applications on office and classroom computers.

3bG1: Emergency phone/buzzer in classrooms with direct link to Campus Police

3d – Adequacy across all locations – gap at Garfield

4-G2: Lack of helpfulness of some Help Desk employees

4-G4: Software support – IT support requested for different software applications.

4-G5: Staff Development for technological resources

4-G6: Accessibility issues with Vision CMS, Moodle content, PeopleSoft

Standard III D (Moe Taghdis/Ron Nakasone)

-GASB45 funding – NO FIX YET.

Standard IV (John Queen/Ani Keshishian/Frankie Strong)

IVA6	<u>There is a BP on how Board of trustees handle BPs —but the process for handling ARs is not addressed within this BP</u>

IVB1	
IVB2	
IVB3	<u>Should BP 2415 (Superintendent/President Role) be amended to explicitly address this standard?</u>
IVB4	<u>Add accreditation as a role to BP 2415 (Superintendent/President Role)?</u>
IVB5	
IVB6	
IVC1	<u>Board Policy 5010 – Student Services Mission Statement is now Admissions and Concurrent Enrollment</u> <u>The original BP was deleted on 1/17/12 and is at VP of Student Services office to be renumbered and will return as AR 5000. It is scheduled to go to Campus Executive on 4/11/14.</u>
IVC2	
IVC3	
IVC4	
IVC5	
IVC6	<u>Does the BOT set expectations of student learning through policy?</u> <u>Academic Senate has determined ‘institutionally set standards’ and these have been forwarded to Campus Executive who in turn will forward them to the Board.</u>

IVC7	
IVC8	<u>Does the BOT have a process for regular evaluation of policies & bylaws? Is such evaluation linked to the mission?</u>
IVC9	<u>Is there an ongoing training program for board development & new board members?</u>
IVC10	<p><u>Was Lindsay evaluated according to the procedure in BP 2435? – NO NEED TO LOOK AT PAST EVALUATIONS. REPORT ON PRESENT STATUS OF EVALUATION PROCEDURES: DR. VIAR WAS EVALUATED THIS YEAR UNDER BP2435.</u></p> <p><u>The new standard requires linking these evaluations to academic quality and institutional effectiveness: should AR 9280 be amended to explicitly link these? – TO BE REVIEWED AT A LATER TIME.</u></p> <p><u>AR 9280: Trustee Evaluation instrument (http://archive.glendale.edu/policies&regulations/ARweb/AR9280.htm): this AR is listed under Chapter 2 of the BPs & ARs but has not been renumbered</u></p>
IVC11	<u>Are board member interests disclosed? There is nothing in board policy that states they must/do disclose. Note: Form 700 (Statement of Economic Interests) is filed annually with the California Fair Political Practices Commission</u>
IVC12	<u>Board Policy 3200—Accreditation (and AR 3200) could not be found online but there were several references to this in minutes from various meetings. This was reviewed & approved by the Academic Senate in 2010 and went to Academic Affairs but apparently has stalled somewhere in the process.</u>

IVC13	
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Prepared by Isabelle Saber

March 10, 2014

[Updated June 19, 2014](#)