

**Glendale Community College
Institutional Planning Coordination Committee**

November 3, 2014 - 12:15 p.m. in AD121

Present: Saodat Aziskhanova, Ed Karpp, Richard Kamei, Deborah Kinley, Jill Lewis, Sarah McLemore, Mary Mirch, Ron Nakasone, Rick Perez, Alfred Ramirez, Deborah Robiglio, David Yamamoto, Yvette Ybarra, Andrew Young, Hoover Zariani

Absent: Marc Drescher, Isabelle Saber, Teyanna Williams

Guests/Resources: Kathy Bakhit, Michael Ritterbrown

CALL TO ORDER

Ed Karpp called the meeting to order at 12:17 p.m.

APPROVAL OF MINUTES

1. **MSC (Kamei/ ??)** to accept the minutes of the October 13, 2014 meeting.

OLD BUSINESS

2. **Accreditation Gap Analysis: Progress Reports**

Sarah reported on her review of Standard IIA. The information sheets for degrees and certificates do not currently include PLOs. "Degree sheets with all courses required" is stated online. Counseling states that PLOs should be included for all Associate Degrees for transfer. Rick will discuss this with his managers.

3. **Process for Urgent Resource Requests**

Previously, the 2012 language from the Program Review Validation form was used. We now have an "override" process from the President. In the case of "emergencies" for unforeseen and unexpected needs, the request will go to program review for validation and then be forwarded to the appropriate standing committee. Mary announced that "new money" would not be made available if an area/program has not completed their program review.

MSC (Young/Zariani) to adopt the "override language" from the President for all non-permanent emergencies.

4. **Institutional Effectiveness Report 2013-2014**

Ed pointed out the 7.1 Community Indicators: cultural, intellectual, economic and innovative learning experiences. Archives have not been located, however, R25 should have a way to search and gather past events. Ed would like to have two of these reports completed and available prior to our accreditation site visit.

NEW BUSINESS

5. **Strengthening Link Between SLO/PLO/ILO Assessment and Planning**

Sarah completed a college visit recently and noted that assessment results were not used. The team looked at "all results" and for trends and then made a list of the "gaps". The college

cabinet asked various committees to look into it. Sarah suggested that we add SLO,PLO, ILO results to be shared with the campus community. They did use aggregated assessment to make plans for technology needs, etc. We do take a list of assessments which led to improvements and also a list of the resource request to Team A each year. Isabell suggested that we could gather basic information from all of the program review reports and aggregate the data similarly.

David suggested that we create a list of similar assessments and themes for reporting purposes. Assessment categories could be developed. Isabelle suggested we us a gap analysis and a monthly “gap assessment”. Possibly check boxes could help sort items. A “Learning Outcomes Committee (LOC) could be formed. Any feedback may have to go back to a program or division for clarification. An annual update on this could go to Team A or B and be public and usable. Sarah shared that a graduate survey had been used to gage institutional effectiveness. The 3SP group also has a statewide incentive plan to survey “completers”.

6. IPCC Mission Statement Annual Review for 2014-2015

The group reviewed the mission statement:

The IPCC models and monitors continuous quality improvement to ensure institutional effectiveness. The committee oversees college planning and program review; assesses the effectiveness of planning; makes recommendations for sustained continuous quality improvement; develops strategies to promote college-wide dialogue, discussion, and participation in the integrated planning process; and identifies trends and common needs that reveal institutional and student needs. These objectives are achieved by the strategic use of institutional data (including program review), accreditation standards, federal and state regulations, and community input as guiding principles for assessing institutional effectiveness.

MSC (Mirch/Yamamoto) that we accept the existing IPCC Mission Statement. It was agreed | that we can revise it if needed in the future.

Isabelle brought up the question of plan approval and reminded us that there was only one pathway for plans to be approved. Team A is the pathway and they meet once a semester. Additionally, it seems as though some plans appear to be “wish lists” and others have real content. Richard asked who reviews the plans and whether or not conflicts might evolve. Isabelle suggested that we table a revision of the mission statement. Ed stated that this could become the first agenda item for next month’s meeting. Isabelle would like Team B to look at all of the plans for consistency and make recommendations to IPCC and Team A. This topic will be continued at the next meeting.

7. IPCC Chair for 2014-2015

Ed Karpp was nominated to chair the committee and the vote was unanimous for him to continue to chair the committee for 2014-2015.

ADJOURNMENT

The meeting was adjourned at 1:30 p.m.

The next meeting will be held on December 8, 2014

Submitted by Jill Lewis