



GOVERNANCE UPDATE JANUARY 2025

The Governance Update monthly report includes of actions taken by various governance committees. It is required by Administrative Regulation 2511: Governance Document.

The report includes motions and information items, as recorded in the minutes of committees that reported to the Governance office between **December 1, 2024 and January 1, 2025**.

The College Executive Committee reviewed these items during their **January 14, 2025 meeting**.

- Agenda and minutes are available in [Board Docs](#).
- Items reported here may have changed or been resolved during a more recent meeting than the date noted. Questions regarding items listed below contact the chair of the appropriate committee. Committee chairs may be emailed directly from the [Blue List](#).
- Archive minutes are available [SharePoint](#).
- Standing Committees* include the 5 main areas of the college (College Executive, Administrative Affairs, Academic Affairs, Student Affairs, and Institutional Planning).

I. COLLEGE EXECUTIVE COMMITTEE*

*Standing Committee**

Meets Tuesday prior to Board of Trustees meetings, 2:30 pm, AD 121

This committee meets during intersessions.

Chair: Dr. Ryan Cornner

December 10, 2024

QUORUM [5] 11/12 voting members present; 2 Resource members

MINUTES APPROVED

1. MSC approval of the November 11, 2024 minutes.

MOTIONS APPROVED

2. MSC to approve Administrative Regulation 3200: Accreditation
3. MSC to approve Board Policy 3200: Accreditation
4. MSC to approve Administrative Regulation 3225: Institutional Effectiveness
5. MSC to approve Board Policy 3225: Institutional Effectiveness
6. MSC to approve Administrative Regulation 3250: Institutional Planning
7. MSC to approve Board Policy 3250: Institutional Planning
8. MSC to approve Board Policy 3280: Grants
9. MSC to approve Administrative Regulation 5520: Procedural Guidelines and Student Disciplinary Action
10. MSC to approve Board Policy 5700: Intercollegiate Athletic
11. MSC to refer back to IPCC and require CEC members who have any questions or concerns to provide those to IPCC prior to the January [2025] meeting. The committee agreed to postpone this item for further consideration at a later meeting and to refer back to the IPCC in January 2025.
12. MSC - to approve the Associate Dean, Institutional Research, Planning & Effectiveness position.

REPORTS

13. Receipt and review of unadopted and adopted minutes of subcommittees:



- a. Budget Committee – Minutes of October 22, 2024.
 - b. College Computer Coordinating Committee – No minutes reported.
 - c. Enrollment Management Committee – No minutes reported.
 - d. Equal Employment Opportunity Advisory Committee – Minutes of February 22, 2024, and May 23, 2024.
 - e. Governance Review Committee – Minutes of November 5, 2024.
 - f. Professional Development Committee – No minutes reported.
 - g. Released Time/Extra Pay Committee – Minutes of October 4, 2024.
 - h. Student Equity & Achievement Committee – No minutes reported.
14. The Committee received, reviewed, and accepted the actions and information items of all Standing committees.
15. The Committee received, reviewed, and accepted the actions and information items of all governance committees.
16. Review of the Board of Trustees agenda for December 17, 2024.

Scheduled Meetings: Spring 2025

SUBCOMMITTEES OF THE COLLEGE EXECUTIVE COMMITTEE:

1) Budget Committee

Meets on the 2nd Thursday and 4th Tuesday, 12:20-1:30 pm, Zoom Conference
Co-Chairs: Dr. Amy Williams, and Mr. Michael Scott
October 22, 2024 is the last meeting reported. Met on November 26, 2024, report is forthcoming.

Scheduled Meetings: Spring 2025

2) College Computer Coordinating Committee (4Cs)

Meets on the 3rd Thursday, 12:30 – 1:30 pm, LB 113, I.T. Conference Room
Chair: Mr. Michael Dioquino
September 21, 2023 is the last meeting reported. Cancelled 10/17/24 and 11/21/24 meetings.

Scheduled Meetings: Spring 2025

3) Enrollment Management Committee – October 9, 2024

Meets on the 2nd Wednesday, 12:20-1:20 pm, contact Chair for location
Co-Chairs: Ms. Agnes Eguaras, Dr. Drew Yamanishi, and Co-Chair TBD
QUORUM [16] 25/30 Voting Members; 3 Resource nonvoting; 1 Guest

MINUTES APPROVED

- 1. It was MSC that the minutes from September 11, 2024 be approved.

REPORTS

- 2. Updates on the following: Enrollment update; Student Outreach Services; Communications update on web redesign, and SEO ads; Vision-Aligned Reporting, still in the early stages.
- 3. Information on: Strategic Enrollment Management Project; and Fraudulent Enrollments.
- 4. New Business information and discussion on: New Standardized Attendance Accounting.
- 5. Promise Plus 2023 Cohort Outcomes: A summary of the first full cohort of Promise Plus students with updated outcomes was presented.

Enrollment Management Committee – November 13, 2024

Meets on the 2nd Wednesday, 12:20-1:20 pm, contact Chair for location
Co-Chairs: Ms. Agnes Eguaras, Dr. Drew Yamanishi, and Co-Chair TBD

QUORUM [16] 23/30 Voting Members; 3 Resource nonvoting

MINUTES APPROVED

1. It was MSC that the minutes from October 9, 2024 be approved.

REPORTS

2. Updates on the following: Enrollment update; Student Outreach Services; Communications update on web redesign, and SEO ads; Vision-Aligned Reporting.
3. Strategic Enrollment Management Project- The project aims to improve the awarding of degrees and certificates by implementing a degree audit system and eventually automating the awarding of degrees. GCC is working with a team of 3 coaches from other colleges.
4. Fraudulent Enrollments-Taskforce was put together but a meeting has not been scheduled. Admissions and Records is working with IT on a project component from the Chancellor's Office known as, "bi-directional," which will allow for identification verification via the id.me system.
5. Promise Plus update:
 - a. There are lower success rates for Latino and Black students in transfer-level English and Math.
 - b. Success rates are lower among students not meeting AB-19 requirements.
 - c. Further analysis is needed to understand Promise Plus's impact on equity and success outcomes.
6. NEW! Research Request Form-The office of Research and Planning has implemented a new Research Request Form to be used to request projects such as surveys, reports, etc. The form is live and available at www.glendale.edu/rprequests
Users are asked to fill out the request forms so that the request can be routed and monitored. Users should expect a lead time of 3-4 weeks.

Scheduled Meetings: Spring 2025

4) **Equal Employment Opportunity Committee (EEO)**

Meets on the 4th Thursday, 12:30-1:30 pm, contact Chair for location

Chair: Dr. Brittany Grice

May 23, 2024 is the last meeting reported.

Scheduled Meetings: Spring 2025

5) **Governance Review Committee (GRC)**

Meets on the 1st Tuesday, 1:40-2:40 pm, contact Chair for location

Chair: Mr. Paul Vera

November 5, 2024 is the last meeting reported.

Scheduled Meetings: March 4, 2025, April 1, May 6

Continued on the next page.

6) **Professional Development Committee**

Meets on the 3rd Thursday, 12:30-1:30 pm, contact Chair for location

Co-Chairs: Ms. Tiffany Ingle, Faculty Coord.; and Mr. Chris Franz, Classified Coord.

October 19, 2023 is the last meeting reported. Met on March 21, 2024, report is forthcoming.

Scheduled Meetings: Spring 2025

7) **Released Time Extra Pay Committee (RTEP)**

Meets on the 4th Friday, 10:00-11:00 am, contact Chair for location

Chair: Dr. Brittany Grice

October 4, 2024 is the last meeting reported. May have met on 10/25; 11/22/2024.

Scheduled Meetings: Spring 2025

8) **Student Equity & Achievement Committee (SEA)**

Meets as needed

Chair: Ms. Yeranui Barsegyan

November 18, 2022 is the last meeting reported.

Scheduled Meetings: TBA

II. **INSTITUTIONAL PLANNING COORDINATION COMMITTEE* (IPCC)**

Meets on the 2nd Monday, 12:15pm-1:30 pm, Zoom Conference

Co-Chairs: Dr. Daphne Dionisio, and TBD

Last meeting reported September 9, 2024. Met on October 14, 2024, report is forthcoming.

Scheduled Meetings: Spring 2025

SUBCOMMITTEES OF THE INSTITUTIONAL PLANNING COORDINATION COMMITTEE:

1) **Program Review Committee – October 15, 2024**

Meets on the 3rd Tuesday, 1:30–2:30 pm, Zoom Conference <https://glendale-edu.zoom.us/j/8182401000>

Chair: Dr. Daphne Dionisio

October 15, 2024 is the last meeting reported. Met on November 19, 2024, report is forthcoming.

Scheduled Meetings: Spring 2025

2) **Strategic Planning Committee**

Meets once per semester, contact Chair for location

Chair: Dr. Daphne Dionisio

May 17, 2024 is the last meeting reported. Met on November 15, 2024, report is forthcoming.

Scheduled Meetings: TBA

III. **ACADEMIC AFFAIRS COMMITTEE***

Meets on the 3rd Wednesday, 2:00-4:00 pm, Zoom Conference

Chair: Dr. Michael Ritterbrown

December 18, 2024

QUORUM 31/37; 3 Resource; 6 Guests

APPROVAL OF MINUTES

1. MSC to approve minutes from the November 20, 2024 meeting.

MOTIONS APPROVED

2. MSC to approve the agenda for the December 18, 2024 meeting.
3. MSC to approve the following items under the consent calendar:
Curriculum & Instruction Committee Minutes of November 27, 2024, and December 11, 2024 Meetings

New Courses:

- Calculus for Life Sciences I – MATH 113
- Calculus for Life Sciences II—MATH 114
- Cell Phone Basics—STV 83
- Intermediate Android—STV 84
- Intermediate Apple iPhone—STV 85
- Medical Terminology for Noncredit Allied Health Courses—STV 67
- Phlebotomy Technician—STV 68

Revised Courses:

- ABSE 18, 19, 200, 201, 28, and 29
- ANTHRO 104, 105, and 114
- ATHPE 120 and 121
- BIOL 298
- COMM C1000
- ENGL C1000, C1000E, and C1000H
- ESL 35, 57, 115, 125, 135, and 145
- ETH S 164
- FTVM 271
- GEOG 101, 102, 103, 106, 107, and 110
- HIST 103, 104, 105, 106, 113, 118, 118H, 119, 120, 121, 122, 131, 132, 133, and 133H
- KIN 167 and 168
- LIB 38
- LLS 20, 200, 24, 25, 26, 40, 42, 44, 73, 75, and 80
- MATH 90 and 134
- MOA 180
- MUSIC 179
- NS 202, 212, 222, and 49
- PE 261, 262, and 263
- PHILO 101 and 116
- POL S 101H, 108, 111, 112, and 171
- POLS C1000
- PSYC C1000 and C1000H
- PSYC 103, 104, 106, 110, 113, 131, 150, and 203
- SOC 102, 104, 108, 140, and 171
- SPAN 115
- STAT C1000, C1000E, and C1000H
- STV 150

- THTR 101, 161, and 163

New Programs:

- Business Administration—Entrepreneurship/Small Business I Certificate
- Business Administration—Financial Planning & Investment I Certificate
- Business Administration—Human Resources Assistant I Certificate
- Business Administration—Insurance Professional I Certificate
- Business Administration—International Business I Certificate
- Business Administration—Management I Certificate
- Business Administration—Marketing I Certificate
- Business Administration—Social Media Marketing II Certificate
- Computer Science/Information Systems—Basic Programming Skill Award
- Film, Television, and Visual Media—Film and Television Production Certificate
- Music—Voice Certificate
- Music—World Music Certificate
- Short Term Vocational—Microsoft Office 365 Fundamentals Certificate
- Student Services—Cal-GETC Certificate

Revised Programs:

- Administration of Justice (AS-T)
 - Entertainment Arts (AA)
 - Animation, Visual Effects, and Game Design (AS)
 - Animation, Visual Effects, and Game Design (Cert)
 - Anthropology (AA-T)
 - Cybersecurity Specialist (Cert)
 - Early Childhood Education (AS-T)
 - Economics (AA-T)
 - Entrepreneurship/Small Business (AS)
 - Entrepreneurship/Small Business II (Cert)
 - Grip and Lighting (Cert)
 - Geography (AA-T)
 - History (AA-T)
 - Marketing (AS)
 - Marketing (Cert)
 - Philosophy (AA-T)
 - Political Science (AA-T)
 - Psychology (AA-T)
 - Social Justice: Gender and Sexuality Studies (AA-T)
 - Sports Coaching (AS)
 - Sports Coaching (Cert)
 - Studio Arts (AA-T)
 - Theatre Arts (AA-T)
4. MSC that Academic Affairs approves the decision of the C&I Committee to approve 21 units as the general education requirements for a local AA and AS degree. 12 yes, 6 nays. 4. MSC to approve C&I courses for local GE requirements. Title 5 GE Requirements.xlsx
 5. MSC to approve the 2025 – 2026 Academic Calendar.
 6. MSC to approve Scholars Program minutes from the November 21, 2024 meeting.

7. MSC to approve Study Abroad minutes from the November 21, 2024 meeting.

MOTIONS FAILED

8. MSF (Hastings/Kamei) that Academic Affairs accepts the recommendation by the Academic Senate and approves the 21 recommended units for our local degree with an additional 3 units for American Institutions/State & Local Government and 3 units for Health and Wellness. A total of 27 units, which represents 3 units less than what we currently have. 8 yes, 11 nays.

Scheduled Meetings: February 19, 2025

SUBCOMMITTEES OF THE ACADEMIC AFFAIRS COMMITTEE:

1) Academic Calendar Committee

Meets as needed, contact Chair for location

Chair: Mr. Mike Allen

March 13, 2024 is the last meeting reported.

Scheduled Meetings: TBA

2) Baja Program Committee – November 7, 2024

Meets twice per academic year, contact Chair for location

Chair: Dr. Maria Kretzmann

November 7, 2024 is the last meeting reported.

Scheduled Meetings: TBA

3) Graduation Requirements Committee

Meets as needed, contact Chair for location

Chair: Ms. Agnes Eguaras

June 12, 2023 is the last meeting reported.

Scheduled Meetings: TBA

4) Library & Information Competency Committee

Meets on the 4th Thursday, 12:30-1:30 pm, Zoom Conference

Chair: Ms. Becka Cooling

October 24, 2024 is the last meeting reported.

Scheduled Meetings: Spring 2025

5) Scholars Program Committee – November 21, 2024

Meets on the 3rd Thursday, 12:30-1:30 pm, LB 210

Chair: Dr. Michael Harnett

QUORUM: 7 out of 11 voting members

APPROVAL OF MINUTES

1. MSC Approval of the minutes from the October 17, 2024 Scholars Committee meeting.

Scheduled Meetings: 3rd Thursday of either February or March 2025.

6) Study Abroad Committee – November 21, 2024

Meets on the 4th Thursday, 12:20-1:30 pm, Zoom Conference

Chair: Mr. Kevin Mack

QUORUM [6] 9 out of 10 voting members present; 1 guest

APPROVAL OF MINUTES

1. MSC to approve the minutes of the October 24, 2024 meeting.

MOTIONS APPROVED

2. The Study Abroad Committee approves the Spain proposal for the Summer 2026 program.
3. The Study Abroad Committee approves the Vienna and Prague proposal for the Summer 2026 program
4. The Study Abroad Committee approves the France proposal for the Summer 2026 program.

Scheduled Meetings: February 27, 2025

IV. STUDENT AFFAIRS COMMITTEE*

Meets on the 3rd Wednesday, 1:00-2:00 pm, AD 217

Chair: Dr. Alen Andriassian

November 20, 2024 is the last meeting reported.

Scheduled Meetings: February 19, 2025

SUBCOMMITTEES OF THE STUDENT AFFAIRS COMMITTEE:

1) International Students Committee

Meets once per academic year, contact Chair for location

Chair: Mr. Murray Stach

May 2, 2022 is the last meeting reported.

Scheduled Meetings: TBA

3) Placement and Assessment Committee

Meets on the 2nd Thursday, 2:00-3:00 pm, Zoom Conference <https://glendale-edu.zoom.us/j/85346772972>

Chair: Dr. Drew Yamanishi

May 9, 2024 is the last meeting reported.

Scheduled Meetings: Spring 2025

4) Student Fees and Tuition Committee

Meets on the 2nd Wednesday, 1:00-2:00pm, Zoom Conference

This committee meets during intersession.

Chair: Dr. Amy Williams

February 14, 2024 is the last meeting reported.

Scheduled Meetings: Spring 2025

V. ADMINISTRATIVE AFFAIRS COMMITTEE*

Meets on the 2nd Tuesday, 11:00 am–12:20 pm, Zoom Conference

Chair: Dr. Amy Williams

May 14, 2024 is the last meeting reported. Met on June 11, 2024, report is forthcoming.

Scheduled Meetings: Spring 2025



SUBCOMMITTEES OF THE ADMINISTRATIVE AFFAIRS COMMITTEE:

1) Campus Development Committee

Meets on the 1st Thursday, 12:30 p.m. – 1:30 p.m., Zoom Conference

Chair: Mr. Patrick Shahnazarian

May 2, 2024 is the last meeting reported.

Meetings: Spring 2025

2) Environment & Sustainability Committee

Meets on the 1st Wednesday, 12:30 p.m. – 1:30 p.m., Zoom Conference

Chair: Mr. Patrick Shahnazarian

May 2, 2024 is the last meeting reported.

Scheduled Meetings: Spring 2025

3) Safety Committee

Meets on the 3rd Wednesday, 11:00am-12:00pm, Zoom Conference

Chair: Ms. Laura Matsumoto

May 15, 2024 is the last meeting reported.

Scheduled Meetings: Spring 2025

Prepared by Frankie Strong, Governance Office