

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

**MEETING NOTES  
October 22, 2010 – 1:00 pm in SC 212**

Present: Arthur Galstyan (ASGCC), Janet Shamilian (ASGCC), Aram Gambourian (ASGCC), Andra Verstraete, Lisa Brooks, Monette Tiernan, Pat Zayas, Michael Ritterbrown, Ron Harlan, Kristin Bruno, Trudi Abram, Jan Swinton, Brenda Jones, Kathy Holmes, Sharon Combs, Kathy McNeese, Danny Ranchez, John Leland, Jean Perry, Elizabeth Fremgen, John Queen, Mike Scott, Arnel Pascua, Rory Schlueter, Alfred Ramirez, Karen Holden-Ferkich, Lynn Mizuno, Jean Lecuyer, Kathleen Flynn, Paul Schlossman, Ron Nakasone, Bill Shamhart, Joy Cook, Jewel Price, Jeanette Stirdivant, Pat Hurley, Mike Dulay, Mary Mirch, Ed Karpp, Jill Lewis

**CALL TO ORDER**

The meeting was called to order at 1:07 p.m.

**1. REVIEW OF MISSION STATEMENT**

Ed Karpp presented a document that included the mission statement and statement of core values as well as criteria for reviewing the mission statement and the ACCJC accreditation standards related to the mission. He asked that Team A members take the mission statement to their constituencies for broad-based feedback about any possible revisions. This request was in response to part of the accreditation team report that indicated review of the mission statement could be more collegewide. A question was asked about how to define constituencies. For faculty, constituencies would be the academic and student services divisions, the Academic Senate, and the Guild. Other constituencies would be the CSEA, work units, and the Associated Students. Issues pointing to potential changes in the mission statement should be sent to Ed Karpp by the Thanksgiving break.

**2. PROPOSAL INTEGRATING PLANNING, PROGRAM REVIEW, AND RESOURCE ALLOCATION**

Ed Karpp presented the flowchart showing the model for integrating planning, program review, and resource allocation. It was suggested that there be a legend to identify some of the abbreviations, such as EMP (Educational Master Plan). It was also suggested that the arrows be labeled to show what is done and who forwards documents to the next step in the process. There was a question about validating resource requests and whether there was sufficient representation on the groups conducting the validation. Both the Program Review Committee and the Institutional Planning Coordination Committee have representation from constituencies including instruction, student services, and administrative services.

**3. EDUCATIONAL MASTER PLANNING PROCESS AND THE ROLES OF TEAM A AND TEAM B**

Ed Karpp presented a proposed revision of the roles of Team A and Team B (see table below). It was suggested that "Reports to Executive Committee" should remain in the list of Team A responsibilities. Team A discussed whether it should approve plans in addition to reviewing plans. The conclusion was that Campus Executive approves the plans, but Team A can advise Campus Exec about the plans it has reviewed.

<b>Group</b>	<b>Current Responsibilities</b>	<b>Proposed Responsibilities</b>
Team A (Master Planning Committee)	<ul style="list-style-type: none"> <li>• Content</li> <li>• Long-range plan and Educational Master Plan</li> <li>• Annual planning and reporting</li> <li>• Approves HR, IT, and Facilities Plan</li> <li>• Reports to Executive Committee</li> </ul>	<ul style="list-style-type: none"> <li>• Annually review mission statement</li> <li>• Annually recommend Annual Goals to Campus Exec</li> <li>• Annually review institutional plans</li> <li>• Annually incorporate results of program review into planning, to inform Annual Goals and possible changes to EMP</li> <li>• On a 6-year basis, develop Educational Master Plan and related action plans</li> </ul>
Team B (Planning Resource Committee)	<ul style="list-style-type: none"> <li>• Support</li> <li>• Environmental and Internal Scanning</li> <li>• Advisory to Master Plan Committee and to Research &amp; Planning</li> <li>• Reports to Master Planning Committee (Team A)</li> </ul>	<ul style="list-style-type: none"> <li>• Annually coordinate the work of Team A</li> <li>• Annually track implementation of Educational Master Plan through action plans</li> <li>• Annually develop annual report showing progress toward goals for Team A and for publication</li> <li>• Annually coordinate the incorporation of results of program review into planning for Team A</li> <li>• On a 6-year basis, organize the development of the EMP and related action plans</li> </ul>

- MSC to adopt the revised responsibilities of Team A and Team B, with the addition that Team B prepares materials for decisions by Team A

**4. ANNUAL GOALS FOR 2011-2012**

Team A discussed procedures for adopting Annual Goals to recommend to Campus Executive. It was decided that the issue should be referred to Team B. Team B should also evaluate the alignment between the EMP’s strategic goals and the accreditation recommendations as they discuss potential Annual Goals.

- MSC to refer to Team B the responsibility of recommending Annual Goals for 2011-2012 to be adopted by Team A and forwarded to Campus Executive.

**5. PLAN REVIEW PROCESS FOR EMP**

Ed Karpp presented the new plan review process coordinated by the IPCC. Plan review includes two phases. Phase one is identification of the plan, including information about its governance history and how it was developed. Phase one is completed only once. Phase two is self-evaluation of the plan, conducted every year. Team A and Team B will be responsible for annual evaluation of the EMP.

- MSC to refer to Team B the responsibility of completing the plan review phase one form for the Educational Master Plan.

**ADJOURNMENT**

The meeting was adjourned at 1:40 p.m