

**Glendale Community College
Institutional Planning Coordination Committee**

MINUTES

March 7, 2011 - 12:15 p.m. in AD121

(As corrected)

Present: Trudi Abram, Saodat Aziskhanova, Jill Lewis, Mary Mirch, Ed Karpp, Alice Mecom, Vicki Nicholson, Rick Perez, Mike Scott, Karen Holden-Ferkich?, Alfred Ramirez, Monette Tiernan, Iliia Borisov, Shazie Senen

Guests: Dawn Lindsay

Absent: John Queen

CALL TO ORDER

Ed Karpp called the meeting to order at 12:20 p.m.

1. APPROVAL OF MINUTES

- **MSC (Perez/Mirch)** to accept the minutes of the February 28, 2011 meeting, with corrections.

2. NEW BUSINESS

New Committee Members

This semester four student representatives have been assigned to the committee. Due to the committee's weekly meeting schedule, the students will alternate attending. The two new students were introduced: Iliia Borisov and Shazie Senen.

Ed announced that Team B met on March 4. Team B is responsible for organizing the EMP. At their meeting over 460 action items from various campus plans and the EMP were assigned to the president and vice presidents. Mike Scott asked the VPs to submit their top three action items for the next year to him so that Team B can work on setting their goals.

The accreditation site visit is scheduled for Monday, April 4 and three members of the 2010 visiting team will make up the Follow-Up Report team. Town Hall Meetings will also be scheduled prior to the accreditation visit. The first will be on March 30 from 12-1 p.m. at Garfield. Jill will set up a meeting for the main campus in the evening and report the details next week.

Validation of Plans

Continuing from last week:

The committee agreed to define the scoring as follows:

Not related or justified = 0

Related, but not much justification = 1,

Related, but not clearly defined = 2

Well documented and supported = 3

Ed put the form up on the screen and the Credit Matriculation Plan, Request #2 for \$120,000 in salaries and benefits was discussed. Mary stated that this request was on the same level as the first request from this plan which was reviewed last week. The committee agreed ant the scoring was determined for the four areas as: 2, 2, NA and 2 with comments.

The need for data was discussed. Program review found similar issues with validation as some programs either had meaningful data, but did not relate or discuss it and others had little or no

data to support decisions. It was agreed that more information regarding meaningful data and how to use it in plans and also program review would be helpful for all concerned. The criteria for validation would also be shared with all programs involved before the process begins in the coming year. Similar issues with “outcomes” were discussed. While student learning outcomes have been routinely discussed by instructional and student services programs, the concept is new for most of the administrative programs and had not been discussed prior to them receiving fall 2010 documents.

At the completion of this year’s cycle, plans for continuous improvement can be discussed and then shared across the campus. Training sessions for division chairs, managers and others involved with plans and program review should be set up.

The next request for the Credit Matriculation Plan was for assessments and placements for English, ESL, Math and Chemistry. It was agreed that these requests would be “bundled”.

- **MSC (MirchAbrams)** to accept the committee’s agreed scoring for this request as: 1, 1, NA and 1.

The Staff Development Plan requests were reviewed next and scoring was agreed upon.

- **MSC (Tiernan/Abrams)** to accept the committees agreed scoring for the supplemental items listed under “Other” as: 3, 3, NA, NA.
- **MSC (Mirch/Nicholson)** to accept the committees agreed scoring for the personnel requests for coordinator and other value added positions as: 3, 3, NA, NA.
- **MSC (Scott/Tiernan)** to accept the committees agreed scoring for the items listed under equipment and supplies as: 1, 1, NA, NA.
- **MSC (Scott/Mecom)** to accept the committees agreed scoring for the workshops and experts listed under Training as: 3, 3, NA, NA.

ADJOURNMENT

The meeting was adjourned at 1:23 p.m.

Submitted by Jill Lewis