

**Glendale Community College
Institutional Planning Coordination Committee**

February 11, 2013 - 12:15 p.m. in AD121

Present: Saodat Aziskhanova, Ed Karpp, Deborah Kinley, Jill Lewis, Margaret Mansour, Sarah McLemore, Ron Nakasone, Rick Perez, Alfred Ramirez, Yvette Ybarra, Hoover Zariani, Donna Voogt, Richard Kamei (for Isabelle Saber)

Absent: Mary Mirch, Mike Scott, David Yamamoto

Resource/ Michael Ritterbrown, Monette Tiernan

Guests:

CALL TO ORDER

Ed Karpp called the meeting to order at 12:21 p.m.

1. APPROVAL OF MINUTES

- **MSC (Ramirez/Nakasone)** to accept the minutes of the January 28, 2013 meeting.

OLD BUSINESS

2. ACCJC Mid-Term Report Due March 15, 2013

Recommendation 2: SLOs To Meet Proficiency Level

Yvette reported that the SLO numbers will continue to be updated and that response to this recommendation is almost complete.

Recommendation 4: Completion of Overdue Evaluations

Donna reported that HR is working on tracking possibilities and a notification process for managers and others responsible for completing evaluations. An Oracle upgrade is pending and the matter is still under discussion. Another system will be needed to generate notices. Evaluations are still being received and numbers for faculty are close to 94% and for classified and management close to 100%. Yvette expressed concern for faculty to push forward with SLO/PLO assessment and the difficulty in attempting to keep up with evaluations at the same time. Donna is trying to work with supervisors as the manual processes are not working. Sarah expressed frustration with the forms. Margaret suggested that individual employee groups be able to contribute toward making the forms more effective.

Donna discussed the pitfalls of the NEOGOV system purchased by the previous HR Director. Oracle has limited ability to manage the database. There is no fully automated system. We are using the NEOGOV system for hiring. Sarah suggested that we consider how we purchase software in the future as an agenda item.

Learning Outcomes on Evaluations Donna stated that a collaborative process was being pursued concerning SLOs on evaluations for "those responsible for learning". The faculty portion is pending Guild ratification and an administrative regulation should also be written.

Ed asked the group to review the Planning Agenda Items at the end of the Google Midterm document. Only a few items are still open. Rick requested that the next revision of the document include the evidence links.

It was agreed that the final draft document will be put on the college's "Private Internal Links" for review. The document needs to be submitted to the Sally in the President's office in order to be included in the Board Agenda for February 25.

3. CHAC PROCESS

Saodat, Hoover and Donna will take their revised version of the CHAC process to Campus Exec. next week.

4. PLO Assessment: Identifying Students Completing Programs

Sarah sent a couple of examples to Rick regarding students completing programs. Margaret expressed concern about NC certificates and Alfred suggested that this could be tied into the SARS system.

5. Standard Processes for Prioritizing Resource Requests

It was discussed and agreed that any prioritization rating from the standing committees should be made available to all college members completing program review reports and resource requests. We should be able to find basic criteria which can be used for all resource requests including personnel requests to the various hiring committees and the Budget Committee.

ADJOURNMENT

The meeting was adjourned at 1:15 p.m.

The next meeting will be on March 11, 2013

Submitted by Jill Lewis