Glendale Community College
Institutional Planning Coordination Committee

MINUTES
March 14, 2011 - 12:15 p.m. in AD121
(As corrected)

Present: Trudi Abram, Ed Karpp, Jill Lewis, Ramona Barrio-Sotillo,
             Margaret Mansour, Mary Mirch, Alice Mecom, Vicki Nicholson, Rick Perez,
             John Queen, Mike Scott, Alfred Ramirez, Monette Tiernan, Hoover Zariani,
             Juliana Kim, Jose Diaz

Absent: Saodat Aziskhanova, Karen Holden-Ferkich

CALL TO ORDER

Ed Karpp called the meeting to order at 12:16 p.m.

1. APPROVAL OF MINUTES

- **MSC (Abram/Scott)** to accept the minutes of the March 7, 2011 meeting, with corrections.

2. OLD BUSINESS

Plan Form
Margaret suggested that the plan form be reviewed. Mary explained that we were still on a tight timeline. Ed stated that we have another plan with resource requests to validate this week and that we also have not addressed the criteria for plans yet. John suggested that we update the form after we complete this year's process as part of our cycle of improvement for next year. One additional category which could be considered for validation could be: "to meet accreditation standards" or as a remedy for a recommendation. It was also agreed that writer's should be specific on the form and include information that would justify the requests. Relationship to the EMP is limited for many requests. Mary explained that the EMP was going to be updated.

HR Requests from Plans
There were five requests from HR that were submitted through "Plans" and not incorporated into the program review document. Programs that report through program review and also have a "Plan" were discussed. Ed suggested that perhaps program review might be the better vehicle for validation of resource requests to minimize confusion.

Validation of Plans
Human Resources submitted five resource requests

Request	Score
1. Reconfigure Office	0, NA, NA, NA
2. Replace PC's	1, 2, NA, NA
3. Laptop	1, 2, NA, NA
4. Software	2, NA, NA, NA, 3 ("Other" – to meet Rec. 4-Evals)
5. Implement Internship program	2, 2, 0, NA, 3 ("Other" – stated in Follow-Up Report)

Ideas to improve the use of the validation form:
"One time" or "ongoing" should be added to the form.
EMP category should be broader to include other recognized campus plans.

List "outcomes" as quantitative or qualitative
Validations must be clarified as originating from program review or plans.

- **MSC (Mirch/Abram)** to accept the committee's agreed scoring for the five HR requests and to accept the improvement ideas listed.

Plan Review
Action plans from all plans should be reviewed. Ed stated that every plan would have to be associated with a program submitting a program review report. Mary stated that plans appear to be lacking specific components and that we should develop a list of problems and issues discovered through the validation processes of plans and program review for the year. Perhaps action plans from reports should be reviewed in consideration of resource requests in the future.

There are only two more meetings before the April 4 site visit. It was agreed that the IPCC is comfortable with the progress that has been made since the 2010 site visit. A list of improvement and issues will be finalized. A matrix will be made from Ed's list of processes to include the problems identified and strategies for improvement.

ADJOURNMENT

The meeting was adjourned at 1:28 p.m.

Submitted by Jill Lewis