GLENDALE
COMMUNITY
COLLEGE

Plan Review Phase One: Plan Identification
2010-2011

Each plan at GCC goes through a plan review process coordinated by the Institutional Planning Coordination Committee (IPCC). Phase one of this process is a one-time activity that involves submitting information about the plan. A separate form is available for phase two, which involves annual self-evaluation of progress on the plan. *Please submit this completed form to Ed Karpp by December 15, 2010 (the last day of Fall 2010).*

Section 1. Identification and History of the Plan

1.1. Plan Name: | Student Services Master Plan

1.2. Is this plan under Academic Affairs, Student Affairs, or Administrative Affairs?	Student Services Cabinet; Starting next fiscal year, the process will be through Student Affairs.

1.3. Describe the date the plan was originally developed and the original purpose/intention of this plan.

The plan was developed in September 2007 addressing the college's Strategic Master Plan 2003-09.

1.4. Summarize significant updates made to the plan.

The Student Services Master Plan is now in table format with columns listing the goals, the person responsible for the goals and timelines, and evidence/outcomes illustrating the completion of the goals. The majority of the action items are linked to an Educational Master Plan.

1.5. List the people and/or committees who developed the current plan.

Student Services Cabinet: Jewel Price, Paul Schlossman, Sharon Combs, Alfred Ramirez, Elmira Nazaryan, Brenda Jones, Jeanette Stirdivant, Pat Hurley, and Joy Cook

1.6. Which of the following information sources were used to develop the plan? (Mark an X in the Yes or No column for each row.)

Information Source	Yes	No	Data were not available	Comments
SLOAC		X		
Campus Views		X		
External Scan	X			EMP Process
Campus Profile		X		
Student Views	X			
Community profile		X		
Program Review	X			
Other				

1.7. Identify which of the following elements are included in the plan. (Mark an X in the Yes or No column for each row.)

Element	Yes	No	Comments
Goals	x		

Action items or strategies	x		
Measurable outcomes	x		
Timelines for completion	x		
Individuals/agencies responsible	x		
Budget impacts		x	

Section 2. Approval Status

2.1. Identify the names of the governance committee(s) and/or sub-committees that have reviewed the plan, approved the plan if this was appropriate and the date it was taken to each committee.

Committee	Date taken forward and sun-shined	Date accepted/ approved	Comments
None			

Student Services Cabinet has taken the lead each year. Given the new planning process, SS Cabinet agreed to take the Student Services Master Plan through the Student Affairs Committee next year.

Committee	Date taken forward and sun-shined	Date accepted/ approved	Comments
Campus Executive	None		
Board of Trustees	None		

Section 3. Linkage to Institutional Plans and Accreditation Standards

3.1. Indicate which accreditation standards and institutional goals with which the plan is linked. (Mark an X in the Yes or No column for each row.)

	Yes	No	If yes, identify standard, goal, or section:
Accreditation Standard	x		Standard IIB.2.c
Educational Master Plan	x		The majority of them pertaining to Student Services: Strategic Goals 1, 3, and 4.
Program Review		x	
Mission Statement	x		Student Services Mission Statement

3.2. Identify the individuals, committees, or other groups that will need to see the plan to facilitate their own planning.

Individual, committee, or group	Plan goals to be reviewed	Anticipated timeline for review	Comments
Ron Nakasone	Technology goals	June 2011	There is one goal pertaining to ITS involvement.
Ed Karpp	Research - Data	June 2011	There are a few goals related to obtaining baseline data. The intent is to obtain data for 2010-11 programs and services and then compare them to other years (e.g., 2011-12, 2012-13).
Enrollment Management Committee	Utilization of SEPs	June 2011	Once the electronic student educational plan is developed and implemented, data obtained from the SEPS will be shared

			with this committee.

3.3. Identify budget impacts of the plan. In which of the following areas do you foresee future resource requests? (Mark an X in the Yes or No column for each row.)

Budget Area	Yes	No	Comments
Facilities		x	
Faculty	x		Counselors and Librarians
Classified Staff	x		Key impact areas like Financial Aid, Admissions, and Counseling and Library Services
Technology	x		Enhance online services and PeopleSoft functional enhancements
Equipment	x		Computers, printers, copiers, software, licenses, etc.
Other		x	