# Glendale Community College
# Institutional Planning Coordination Committee

**January 28, 2013 - 12:15 p.m. in AD121**

Present: Ed Karpp, Deborah Kinley), Jill Lewis, Margaret Mansour, Sarah McLemore, Ron Nakasone, Alfred Ramirez, Mike Scott, David Yamamoto, Yvette Ybarra, Hoover Zariani, Donna Voogt, Arman Marukyan, Charlie Skaf

Absent: Saodat Aziskhanova, Mary Mirch, Rick Perez, Isabelle Saber
Resource/ Guests: Kathy Bakhit, Michael Ritterbrown, Monette Tiernan

## CALL TO ORDER

Ed Karpp called the meeting to order at 12:18 p.m.

## 1. APPROVAL OF MINUTES

- **MSC (Scott/McLemore)** to accept the minutes of the November 19, 2012 meeting.

  Ed announced that starting in February we will change our meeting schedule to one meeting per month on the second Monday of the month.

## OLD BUSINESS

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

**Recommendation 4**
Employee Evaluations
Mary announced that it has been determined that a number of employee evaluations have not been completed and rectification of this matter must happen immediately. Approximately 19 faculty evaluations and 133 classified evaluations need to be completed as part of the Midterm Report requirements. Jill stated that the report must be sent out no later than March 13. Our response to this recommendation must include overall evaluations, progress with professional development, learning outcomes in faculty evaluations (and others responsible for student learning). Donna explained that there had been a misunderstanding regarding Oracle's ability to support the evaluation process. A confirmation of what existing modules are capable of will be requested. Due to the fact that evaluations are still being completed we will address the overall percentage of completion at our next meeting.

Staff Development/Training
Our biggest issue in 2010 was the new People Soft and getting needed training for employees. After Rec. 4 was received, a task force was developed to assess training needs. A variety of different types of training options were discussed such as: Moodle, WAC, RAC, training of facilities workers, active learning, ipad users group, etc.

Learning Outcomes
The recommendation states that "anyone involved with student learning/student success" should have assessment as a component of their evaluation. We don't have a current idea who these people are. Sarah stated that we should put this matter on the agenda for the next meeting and look at the counselor's evaluation form.

Implementing an electronic tracking system for evaluations was discussed. The previous HR director purchased NEO/GOV for the “Talent” evaluation component. Annual in excess of $12K became an issue. Double entry of data also caused problems. The college is using the online recruitment and hiring component.  Donna believes that with a little work Oracle can serve the college more effectively.

Yvette stated that the previous SLO push for the end of 2012 was successful; however, some assessments are still lagging.  Ed explained that we need to agree to a last push. Yvette explained that the March 8 deadline for SLO reporting is firm.

Ed and Jill will go through the planning agenda items and self-identified issues. The remaining details of the report need to be wrapped up in the next few weeks as the Midterm and SLO Status Report will go back to the Board for a second reading and approval at the February 25 meeting. Ed encouraged everyone to review the Google document.

3. **Annual Evaluation of Program Review, Resource Allocation and Planning**

Jill made some minor changed to the Program Review evaluation. Ed explained that a change to the IHAC timeline had been made in the fall and that will be reflected in the document. Ed will give a presentation of the annual report to Team B.

- **MSC (McLemore/Marukyan)** to approve the Annual Report.

4. **CHAC Process**

The CHAC timeline was revised.

**NEW BUSINESS**

8. **Standard Processes for Prioritizing Resource Requests**

Jill explained that several requests were received since last year’s program review process asking how the resource requests were prioritized by the standing committees and if a rubric or other instrument had been developed and if the results of the prioritization could be more transparent. The Program Review Committee uses a rubric for validation of non-personnel requests. Ron stated that the 4C’s and Academic Affairs had used Survey Monkey. Yvette reported that IHAC is setting 4-5 criteria, the rest of the committees kept the same process as last year.  It was agreed that this should be made public.

**ADJOURNMENT**

The meeting was adjourned at 1:14 p.m.

*Submitted by Jill Lewis*