

**Glendale Community College
Institutional Planning Coordination Committee**

**February 13, 2012
12:15 pm
AD 121
Agenda**

Call to Order

Announcements

Approval of Minutes

1. January 23, 2012 IPCC Minutes

Old Business

2. Follow-Up Report Due March 15, 2012 (for Board of Trustees' second reading)
3. Administrative Regulation 3250, Institutional Planning
4. Review of IPCC Mission Statement
5. Procedure for Urgent Resource Requests Outside of Regular Timeline

New Business

6. Planning Booklet/Mini-Handbook

Other

Adjournment

IPCC Mission Statement

The Institutional Planning Coordination Committee

1. Organizes the college planning process
 - a) Identifies existing plans
 - b) Develops an organizational chart for plans
 - c) Establishes timelines for when plans are due
2. Assesses the effectiveness of the planning process
 - a) Develops a template with criteria for acceptable plans
 - b) Encourages the self evaluation of plans
3. Makes recommendations for sustained continuous quality improvement
4. Develops strategies to promote campus buy-in for an integrated planning process
 - a) Updates the college Planning Handbook annually
5. Identifies trends and common needs in plans that reveal institutional needs

Committee Blue List Information:

Institutional Planning Coordination

Time and Location: Second and Fourth Mondays, 12:15 – 1:30 pm, AD 121

Senate: Mike Scott, Senate President

Guild: Isabelle Saber, Guild President

Joint Faculty [2]: Margaret Mansour, Garfield faculty member
Trudi Abram (to 2013-2014)

Other Faculty:
Seats related to title Alice Mecom, SLO Coordinator
(VACANT), Planning Coordinator
Monette Tiernan, Program Review Coordinator
(VACANT), Accreditation Coordinator
Sarah McLemore, Curriculum & Instruction Co-Chair

CSEA [2]: Saodat Aziskhanova, CSEA President
Hoover Zariani (to 2011-2012)

Administration [8]: Ron Nakasone, Executive Vice President, Administrative Services
Rick Perez, Vice President, Student Services
Mary Mirch, Vice President, Instructional Services
Donna Voogt, Administrative Dean, Human Resources
Alfred Ramirez, (Acting) Administrative Dean, Continuing and Community Education
Edward Karpp, Dean, Research, Planning, and Grants (chair)
Deborah Kinley, Interim Associate Dean, Continuing and Community Education
Wayne Keller, Associate Vice President, Information Technology

Manager/Confidential: Jill Lewis, Program Review Manager

ASGCC: Hasmik Simidyan
Regina Kim
Nathan Neven

Resource:
Non-voting

Recording Sect: Jill Lewis, Program Review Manager