

## Planning and Institutional Effectiveness Committee

<b>MINUTES</b> for January 14, 2019	<b>3:06</b>	<b>ECC Rm 169</b>
<b>Members Present:</b>	Carol Wilkinson, David Holden, Jessica Luedtke (co-chair), Jesus Rivas, John Bromma (co-chair), Marne Foster, Maureen Rubalcaba, Michelle Fischthal, Michele Madrid Novak, Neill Kovrig, Richard Weinroth.	
<b>Members not Present:</b>	Debi King, Katie Serbian	
<b>Guest(s):</b>		
<b>Recorder:</b>	Jesus Rivas	

### AGENDA

1. Call to Order/Roll Call 3:06			
2. Action Item(s)			
2.1 Approval of Agenda			
CONCLUSION		Motion to approve from Maureen Rubalcaba, seconded Marne Foster.	
2.2 Approval of 11/1/18 Minutes			
CONCLUSION		Motion to approve from Neill Kovrig, seconded Richard Weinroth.	
3. Information/Discussion Item(s)			
3.1 Discussion: Governance Committee Self-Assessment Tool			
DISCUSSION		<ul style="list-style-type: none"><li>Jesus presented a draft for the <i>Governance Committee Self-Assessment Tool</i>.</li><li>This tool will be an information source for improving the <i>Governance Handbook</i> this year.</li><li>All members of the committee will provide feedback on the questionnaire.</li><li>This project will be presented to both EPC and EGC for feedback and approval, and to the committees for support.</li><li>If the project gets approval, results will be delivered during May 19.</li></ul>	
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"><li>Write a blurb about the project for communication purposes.</li><li>Share with the committee presentation, questionnaire, and blurb to gather feedback.</li></ul>		Jesus Rivas	1/14/19
<ul style="list-style-type: none"><li>Review questionnaire and blurb, and send feedback.</li></ul>		All members	1/20/19
<ul style="list-style-type: none"><li>Apply applicable changes to the questionnaire and share revised version.</li></ul>		Jesus Rivas	1/22/19
<ul style="list-style-type: none"><li>Present project to EPC</li></ul>		Jessica Luedtke	1/15/19
<ul style="list-style-type: none"><li>Present project to EGC</li></ul>		Jessica Luedtke	1/23/19
3.2 Information: Program Review/Resource Request/Committee Prioritization Progress			
DISCUSSION		<ul style="list-style-type: none"><li>Jessica and Jesus briefed the committee on the progress of activities related to strategic planning/program review.<ul style="list-style-type: none"><li>Programs and departments delivered program reviews and resource requests.</li><li>Assessment data has been collected and analyzed; PRIE will present results and recommendations to the Program Review Committee on the 24<sup>th</sup>.</li><li>Resource committees are currently rating resource requests that will be used for resource allocation.</li><li>Michelle and Jessica will work as facilitators with the management group once the prioritized rubric information is ready to be shared.</li></ul></li><li>Feedback survey for writers have been closed, and data is currently being processed, results will be delivered during February.</li><li>Our consultant is currently developing a feedback survey to evaluate the experience of raters assessing program reviews and resource requests.</li></ul>	

<b>3.3 Information: I&amp;E Plan progress report &amp; plan extension</b>	
DISCUSSION	<ul style="list-style-type: none"> <li>• Jessica briefed the committee on the progress of activities related to the I&amp;E plan and the PRT visit</li> <li>• We will have more time to work on things related to PRT since we got an extension.</li> <li>• A progress report has been made for the PRT team, but it needs to be updated as much as possible before the visit.</li> </ul>
<b>3.4 Discussion: I&amp;E Plan discussion – items of focus for this and next meetings</b>	
DISCUSSION	<ul style="list-style-type: none"> <li>• We need to detect items that are not going to be completed so we can move them or add something else in.</li> <li>• Ideally, we would be able to get modules for SLO and Program Review from Campus Labs for the \$25,000 we have assigned under the I&amp;E plan.</li> <li>• Jessica will connect with PRT folks to see what options do we have in terms of extending/adding/taking away items.</li> <li>• There are still some items from the plan that have not been touched yet like the communication piece, so we should spend some time on that, because of that we should put this as a first items agenda for next meeting and, if possible, we should meet before to talk about it.</li> </ul>
<b>4. Adjournment: 4:36</b>	

NEXT MEETING:

Monday, February 11, 2019 time: 3-4:30

ECC Headquarters Rm 121

**Minutes submitted by:** \_\_\_\_\_ Jesus Rivas **Minutes approved** 2/11/19 by Committee