



## Planning and Institutional Effectiveness Committee

**MINUTES** for February 8, 2021 | 3:00 – 4:45 PM | Zoom Meeting

<b>Members Present:</b>	Jessica Luedtke (co-chair), John Bromma (co-chair), Michelle Fischthal, Marne Foster, Neill Kovrig, Margaret Posner, Jesus Rivas, Star Rivera-Lacey Jackie Sabanos, Katie Serbian, Debi King
<b>Not Present:</b>	Andrei Lucas
<b>Guest:</b>	Lisa Cork, Matthew Rivaldi
<b>Recorder:</b>	Debi King

### AGENDA

#### 1. Call to Order 3:01 PM

#### 2. Action Items

##### 2.1 Approval of Agenda

CONCLUSION	Motion to approve by John, seconded by Star – motion approved
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##### 2.2 Approval of January 11, 2021 Meeting Minutes

CONCLUSION	Motion to approve by Michelle, seconded by Star – motion approved
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#### 3. Information/Discussion Item(s)

##### 3.1 Progress on Previous Action Items - *No previous action items*

##### 3.2 Annual Integrated Planning progress and next steps

INFORMATION	<ul style="list-style-type: none"> <li>The cross-functional resource team reviewed requests December-January and provided feedback for operational fixes (missing information, justification, cost details, etc.) to requestors</li> <li>PRIE office conducted revalidation of requests to ensure that the feedback was applied</li> <li>Requests now go to committees for commenting/revision then budgeting team and management group</li> </ul>
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##### 3.3 Annual Integrated Planning Feedback and Facilitated Discussion

INFORMATION/ DISCUSSION	Committee members participated in an interactive facilitated activity prepared by PRIE to Analyze feedback, from the Integrated Planning Feedback Survey, for ways to continually improve the AIP process
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##### 3.4 Review Current Department/Institutional Strategic Plan Structure - planning for the future

INFORMATION/ DISCUSSION	Committee discussed suggestions regarding program/unit strategic plans as they currently exist in Anthology (formerly Campus Labs) and more closely align with the Strategic Action and Institutional Strategic plans to facilitate clearer, more informative data, and assessment
CONCLUSION	More information/discussion in future meetings

##### 3.5 Committee report outs - *Tabled due to time constraint*

##### 3.6 SDCE Newsletter Blurb Content and Writer - *Tabled due to time constraint*

#### 4. Adjournment: Meeting adjourned at 4:58 PM

**Next Meeting:** March 8, 2021 | 3:00 – 4:45 PM | Zoom Meeting

Minutes submitted by: Debi King

Minutes approved:

By Committee on 3/8/2021