

Planning and Institutional Effectiveness Committee

MINUTES for Monday, February 11, 2019

3:00 – 4:30 PM

ECC room 121

Members Present:	Barbara Barbara Pongsrikul (Acting Dean of Deans), Carol Wilkinson (Acting VPSS), David Holden, Debi King, Jessica Luedtke (co-chair), Jesus Rivas, John Bromma (co-chair), Marne Foster, Michele Madrid-Novak, Michelle Fischthal
Members not Present:	Katie Serbian, Neill Kovrig, Richard Weinroth
Recorder:	Debi King
AGENDA	
1. Call to Order 3:05 PM	
2. Review Agenda, Approval of Minutes	
2.1 Approval of Agenda	
CONCLUSION	Motion to approve: Marne Foster, seconded by Jesus Rivas - motion passed
2.2 Approval of January 14, 2019 Meeting Minutes	
CONCLUSION	Motion to approve: Marne Foster, seconded by Jesus Rivas - motion passed
3. Information/Discussion Item(s)	
3.1 Information: Governance Committee Self-Assessment Tool Progress	
3.2 Discussion: Resource Request Template in Campus Labs Planning / Shift to “Fall Integrated Planning” Focus including Strategic Planning/Resource Allocation and Program Review/Improvement	
DISCUSSION	<ul style="list-style-type: none"> ▪ Campus Labs resource request template – cost will be \$1000 and will be customized for our needs. ▪ Question: why do we do program review every year? Would it be possible to separate the resource request process and the program review – switching to a 2 or 3 year cycle like many other colleges throughout the state? Does it really change much from year to year? Could we move to a different cycle of program review? Discussion/Answers: we currently have annual PR (which should be abbreviated with updates) and the 6-year comprehensive review before accreditation. Perhaps it could be staggered at some point when all the information is entered correctly in CL. Workload has been increased due to the 4 new departments. *This should be brought up at Program Review Committee meeting. ▪ We are still building the system (Campus Labs) – still under PR ▪ Feedback reports from PR committee will be coming out ▪ Strategic planning can be done at any point – we can’t tell people to do, but we can encourage them to do so ▪ Discussion regarding having another SP workshop – Jessica advised that there will be more trainings for PR and resource requests within CL ▪ Deans should be working in partnership with faculty for resource requests to be better informed regarding needs
CONCLUSION	PIE to put forth a recommendation to Program Review committee for CL resource request template (with trainings) to roll out in the fall
3.3 Information: Program Review/Resource Request/Committee Prioritization Progress	
INFORMATION	Requests have been prioritized by PRIE team, working with the departments, and will go to EGC as an information item on 2/13/19 – they will then go to the management group to start the budgeting process
3.4 Discussion: I&E Plan – Communication and Progress Metrics	
DISCUSSION	<ul style="list-style-type: none"> ▪ We haven’t made much headway with the communication process – there was a small group, spearheaded by Star prior to her departure, regarding faculty recognition
Action Item John	John will provide Carol with information regarding the faculty recognition ideas started by Star to facilitate a meeting to continue the dialogue.

DISCUSSION	<ul style="list-style-type: none"> ▪ Need for communication regarding IEPI and PIE committee <ul style="list-style-type: none"> ○ Develop an internal communication plan – document and implement the plan. We don’t have an internal communications coordinator ○ Email isn’t effective – people don’t read it ○ Group discussed possibility of disseminating this information/updates out to key committees and have those chairs agree to have the info as a standing agenda item ○ Maybe a telephone tree? ○ Group discussion regarding other ways to put out information – people don’t read the newsletters ○ Need to somehow let faculty members know what this committee does ○ Utilize the CE newsletter (submit to Renessa) to get out the information – perhaps have a section of the newsletter dedicated for this use – could be called “<i>A Slice of PIE</i>” or something? Consistency is important so a regular/designated section of the newsletter to disseminate the info could be beneficial ○ We need people to contribute content for the newsletter. Should we include this in our meetings? Does anyone have a ‘blurb’ to start this?
Action Item John	John work on a small ‘blurb’ for our first CE newsletter submission to Renessa. To be reviewed by committee members by the next meeting or before next submission deadline
	<ul style="list-style-type: none"> ○ Could PIE provide time on meeting agenda to allow guests to come in with questions or put issues on the table? A “public comments” portion of PIE meetings? Are we the correct place for that? Group discussion that PIE may not be the appropriate venue/committee for that. Should PIE members bring these questions to PIE on behalf of their constituencies? What outcome are we trying to achieve? The idea of guided pathways is to create an infrastructure where we can have integrated dialogue and communication – this addresses the plan ○ Noncredit grades discussion: this will be addressed in the academic senate because the union will have issues with this. Clarification: not letter grades, but satisfactory progress. The Senate is bringing focus to this as is the Office of Instruction. Question: will ESL and ABE have the option of using SP as opposed to letter grades?
4. Adjournment Meeting adjourned at 4:46 PM	
Next Meeting: Monday, March 10, 2019 at 3:00-4:30 PM - ECC Headquarters Rm 106 PDC	

Minutes submitted by: [Debi King](#)

Minutes approved: