



Planning and Institutional Effectiveness Committee

MINUTES for November 9, 2020 | 3:00 – 4:45 PM | Zoom Meeting

Members Present:	Jessica Luedtke (co-chair), John Bromma (co-chair), Michelle Fischthal (VPI), Marne Foster, Margaret Posner, Jackie Sabanos (VPA), Star Rivera-Lacey (VPSS), Katie Serbian, Andre Lucas, Richard Weinroth, Debi King
Not Present:	Neill Kovrig, Jesus Rivas
Guest:	Rachael Rose
Recorder:	Debi King

AGENDA

1. Call to Order 3:06 PM

2. Action Items

2.1 Approval of Agenda

CONCLUSION	Motion to approve by Richard, seconded by Marne – motion unanimously approved
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2.2 Approval of October 12, 2020 Meeting Minutes

DISCUSSION	Question and clarification regarding precise wording of item 3.2 (“some” vs. “many” people overwhelmed by the task of program review) – wording remains as-is
CONCLUSION	Motion to approve with addition of action item regarding SDCE Newsletter blurb by Jessica, seconded by Katie – motion unanimously approved

3. Information/Discussion Item(s)

3.1 Progress on Previous Action Items

INFORMATION	Committee reviewed the graphic illustrating the annual integrated planning and accreditation cycle from the PRIE newsletter sent to CE
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3.2 Welcome New Member

INFORMATION / DISCUSSION	New PIE member, Margaret Posner, Accreditation and Planning Coordinator was introduced to committee - members introduced themselves to Margaret
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3.3 Annual Integrated Planning progress

INFORMATION / DISCUSSION	<ul style="list-style-type: none"> New information, training materials, and timeline are available on the AIP webpage, and CANVAS shell <ul style="list-style-type: none"> Program review, requests for resources, and budget information This year is an update only, requiring less time <ul style="list-style-type: none"> member indicated that while easier, it is still burden and a struggle for faculty member indicated that to program chairs it didn’t “feel like an update” and isn’t easier Communicate that program review informs the strategic plan and resource allocation A large impact was that Covid situation called for flexibility and many changes Support and office hours are provided by PRIE
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3.4 Institutional Mid-Cycle Progress Report, Institutional Action Plans

INFORMATION	<ul style="list-style-type: none"> Addition of twelve new action steps – came out of focus groups and communicated as institutional priority <ul style="list-style-type: none"> Focus groups included various stakeholders: facilities, faculty, classified professionals, students, and management team Mid-Cycle was posted for institutional review <ul style="list-style-type: none"> Request for governance committees to provide comments
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3.5 Committee report-outs

INFORMATION	<ul style="list-style-type: none"> Budget – discussed resource allocation process and the faculty desire to understand and see the Cares Act funding and how it’s been distributed and how a possible second wave will be distributed Professional Development – discussed leadership brief assessing the needs PD of faculty and classified Program Review Committee – summary of administrative and instructional reviews already submitted, survey that goes out after program review an integrated planning is complete, working on communication Academic Senate – haven’t discussed “kudos” with Classified Senate yet
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3.6 SDCE Newsletter Blurb Content and Writer

DISCUSSION	Suggestion: encouragement to program chairs regarding program review
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4. Adjournment: Meeting adjourned at 4:27 PM

Next Meeting: December 14, 2020 | 3:00 – 4:45 PM | Zoom Meeting

Minutes submitted by: Debi King

Minutes approved:

By Committee on December 14, 2020