



MINUTES

Meeting date | 1/26/2017 2:00 PM Meeting location ECC Room 106

Meeting called by: Michelle Fischthal

Facilitator: Michelle Fischthal

Notes Taken By: Michelle Fischthal

Attendees: Markus Berrien, Michelle Fischthal, Marne Foster, Neill Kovrig, Star Rivera-Lacey, Jessica Luedtke, Matthew Rivaldi, Jane Signaigo-Cox, Michele Madrid Novak

Not Present: Kate Alder, Richard Weinroth

Proceedings:

Meeting called to order at 2:07 PM

Minutes of 12/8/16 meeting reviewed, added GPDS: guidelines for protecting data sensitivity, date corrected.  
Approval of minutes - moved by Neill Kovrig

Discussion:

- Michelle facilitated discussion on the purpose of the strategic plan annual update. The committee discussed why we are doing an annual update. The purpose includes the following:
  - Institution-wide to know where the programs are.
  - Strategic planning helps to achieve goals. By setting and reviewing goals they are more likely achieved.
  - Insures goals are aligned with institutional goals and provides a venue to showcase resource needs
  - Provides information to evaluate if the institutional resources are tied to strategic goals.
  - Celebrate accomplishments or identify needs.
  - PIE Committee to consolidate accomplishments and needs to present to EGC
- Strategic Plan Annual Update Request/Instructions
  - Change top of instructor form to reflect: This information will be compiled by the Planning and Institutional Effectiveness committee; who will develop a report to present accomplishments and resource needs to EGC. This is part of the strategic plan implementation and is for information gathering rather than evaluating how complete your plan is. There is absolutely no punitive action taken for those that are not complete. This information will also inform our progress institutionally on both the institutional strategic plan goals as well as our self-study action plan.
- Jessica Luedtke, Research and Planning Analysts with the Office of Institutional effectiveness, will conducting a Flex workshop on Monday at 3:00 (room 176) for anyone interested in learning more about developing KPI's for their strategic plans and in support of the completion of this annual plan update (another will be scheduled for March – online?)
- Jessica facilitated discussion on the GPDS: Guidelines for protecting data sensitivity, current procedures and requested the committee review and approve or comment via email by February 9.
- Jessica facilitated discussion on the Draft Strategic Planning Survey, requested the committee review and approve or comment via email by February 9.
- Meeting time change discussed and changed to 3:00 – 4:30

Meeting adjourned at 3:35 PM

Minutes submitted by: \_\_\_\_\_ Approved by: \_\_\_\_\_ on \_\_\_\_\_  
signature date

APPROVED BY PIE COMMITTEE 3/24/17