



## Planning and Institutional Effectiveness Committee

<b>MINUTES for November 1, 2018</b>	<b>3:02</b>	<b>ECC Rm 121</b>
<b>Members Present:</b>	Andrei Lucas (for Michelle Fischthal), Carol Wilkinson, David Holden, Jessica Luedtke (co-chair), John Bromma (co-chair), Michelle Fischthal, Michele Madrid Novak, Neill Kovrig	
<b>Members not Present:</b>	Debi King, Katie Serbian, Marne Foster, Richard Weinroth, Star Rivera-Lacey	
<b>Guest(s):</b>		
<b>Recorder:</b>	Jesus Rivas	

### AGENDA

<b>1. Call to Order/Roll Call 3:02</b>			
<b>2. Action Item(s)</b>			
<b>2.1 Approval of Agenda</b>			
CONCLUSION	Motion to approve from Neill Kovrig, seconded Carol Wilkinson.		
<b>2.2 Approval of 10/8/18 Minutes</b>			
CONCLUSION	Motion to approve with correction on names Carol Wilkinson, seconded David Holden.		
<b>3. Information/Discussion Item(s)</b>			
<b>3.1 Information: Institutional Priorities</b>			
DISCUSSION	<ul style="list-style-type: none"> <li><i>Institutional Priorities</i> document was shared through google docs to receive feedback. The EPC is currently reviewing the document. The document will also be reviewed with the core rubrics group. The final version will come back to the PIE Committee via email notification after all reviews.</li> <li>In the current bullet five, the <i>structures and processes</i> term will be kept in the document but it will be relocated to the lower tier priorities. The rest of bullet five will stay on its current place.</li> </ul>		
<b>3.2 Discussion: IEPI progress &amp; immediate priorities</b>			
DISCUSSION	<ul style="list-style-type: none"> <li>Jessica informed the status on the I&amp;E plan as the PRT visit is getting closer.</li> <li>Action step <b>D</b> from area of focus <b>A</b> was highlighted as critical to answer faculty members' inquiries regarding funds allocation. However, it's important to think thoroughly how this information will be provided to avoid going against the integration approach that SDCE is currently following.</li> <li>The <i>Institutional Innovation and Effectiveness Plan</i> will be shared through google docs for members to add their input prior to sending the update to the PRT.</li> <li>The current <i>Resource Request</i> process needs to be analyzed.</li> </ul>		
<b>FOLLOW-UP ITEMS</b>		<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
<ul style="list-style-type: none"> <li>Send list of fund sources to the members of PIE committee.</li> <li>Send Integrated Planning draft to the members of PIE committee.</li> <li>Share <i>Innovation and Effectiveness Plan (I+EP)</i> to member of PIE committee through google docs for committee to fill updates in and then send to PRT.</li> </ul>		Jessica Luedtke	

### 3.3 Discussion: Governance Committee Self-Assessment Tool

DISCUSSION	<ul style="list-style-type: none"><li>• Jesus Rivas will lead the Governance Committee Self-Assessment project.</li><li>• Jessica will send the current version of the instrument to the members of the committee to receive feedback.</li></ul>	
FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"><li>• Jessica will send sample committee self-assessment tool</li></ul>	Jessica Luedtke	
<ul style="list-style-type: none"><li>• Jesus will research other colleges, best practices, etc. and will send out revised version for feedback.</li></ul>	Jesus Rivas	
<b>4. Adjournment:</b> 4:47		

**NEXT MEETING:**

Monday, January 14, 2019 time: 3:00  
ECC Headquarters Rm 169

**Minutes submitted by:** \_\_\_\_\_ Jesus Rivas \_\_\_\_\_ **Minutes approved by:** Committee **Date:** January 14, 2019 \_\_\_\_\_