

## Planning and Institutional Effectiveness Committee

<b>MINUTES for Thursday, November 30, 2017</b>		<b>3:00 – 4:30</b>	<b>ECC PDC room 106</b>
<b>Members Present:</b>	John Bromma (Co-Chair), Robin Carvajal, David Holden, Michelle Fischthal (Co-Chair), Marne Foster, Neill Kovrig, Jessica Luedtke, Katie Serbian, Richard Weinroth, Debi King		
<b>Members not Present:</b>	Matthew Rivaldi, Star Rivera-Lacey, Michele Madrid Novak		
<b>Recorder:</b>	Debi King		
<b>AGENDA</b>			
<b>1. Call to Order 3:03</b>			
<b>2. Action Item(s) Review agenda</b>			
<b>2.1 Approval of Agenda approved by committee</b>			
<b>2.2 Approval of October 26, 2017 Minutes</b>			
<b>CONCLUSION</b>	Motion to approve ( <i>with correction of two typos</i> ) Robin Carvajal, seconded by Marne Foster		
<b>3. Information/Discussion Item</b>			
<b>3.1 Review IEPI PRT Visit Summary and MOO (Menu of Options)</b>			
<b>DISCUSSION</b>	<p>Neill: explained what actually happens during the second PRT visit.  Michelle: front page is basically a ‘summary of the summary’ and did capture what we conveyed to PRT – group concurred.  Michelle: we can take each section and see if there are items we don’t want to consider and determine which items to take on.  Group discussed each section and brought up issues and ideas for discussion with PRT:</p> <ul style="list-style-type: none"> <li>• How to define the process for resource allocation and associated communication paths: who does what when, and who is ultimately responsible for making the final allocation decision</li> <li>• Identify exactly what do we think will help us move forward in the Program Review process?</li> <li>• Identified need for VP presence in discussions and senior leadership on board with process being developed</li> <li>• Identified need for transparency in both creating the process and the actual process developed</li> <li>• Overarching – it is a process we need to identify</li> <li>• Discussed need for facilitator to do this work moving forward (need recommendations and IEPI \$\$)</li> <li>• Neill: PRT will ask “what worked for you, what didn’t work for you, can we help you clarify?” This will be our opportunity to ask them ‘what works for you at your institution?’ as opposed to the first visit where the team just listens to our concerns, the second visit is when we can ask specifics.</li> <li>• Michelle: we could have multiple plans, a phased approach. Group agreement <i>regarding a phased approach with built-in sustainability going into the future.</i></li> <li>• Group agreed we need funding for software but a clear indication of how the data would get into the software and be maintained</li> <li>• Group: brief discussion on surveys and <i>some people being afraid to participate in a survey because of the lack of anonymity.</i> Jessica described the ‘confidential’ nature of surveys and data, and the ethical protocol in which the OIE works.</li> <li>• Group agreed we should ask for an all day visit on the 13<sup>th</sup> and invite VPA to participate along with all PIE committee members</li> </ul>		
<b>ACTION ITEM</b>	Michelle will send out calendar invite to all participants for 2 <sup>nd</sup> IEPI PRT visit on 12/13/17, and also invite VPA		
<b>4. Adjournment:</b> Meeting adjourned at 4:34 PM			

**NEXT MEETING:** TBD

**Minutes submitted by:** Debi King

**Minutes approved:**

by committee on January 25, 2018