

## Planning and Institutional Effectiveness Committee

**MINUTES** for Monday, February 12, 2018

**3:00 – 4:30 PM**

**ECC PDC room 106**

<b>Members Present:</b>	John Bromma (Co-Chair), Robin Carvajal, Marne Foster, David Holden, Debi King, Neill Kovrig, Jessica Luedtke (Co-Chair), Matthew Rivaldi, Richard Weinroth
<b>Members not Present:</b>	Michelle Fischthal, Michele Madrid Novak, Star Rivera-Lacey, Katie Serbian
<b>Guests:</b>	Cassandra Storey for Michelle Fischthal, Esther Matthew for Star Rivera-Lacey
<b>Recorder:</b>	Debi King

### AGENDA

#### 1. Call to Order 3:03 PM

#### 2. Review Agenda, Approval of Minutes

##### 2.1 Approval of Agenda

**CONCLUSION** Unanimously approved by committee

##### 2.2 Approval of 11/30/17 Meeting Minutes

**CONCLUSION** Motion to approve: Neill Kovrig, seconded by David Holden - motion passed

#### 3. Update on modification of committee member, VPA (or assigned designee)

**DISCUSSION** Process requires Participatory Governance Request Form – one for the Innovation & Effectiveness Plan, and one for the modification of committee member, VPA (or assigned designee)

**Action Item** Sometime in March John, Michelle, Neill, and Jessica will take to committees to get signatures, then John will take to the EGC for vote.

#### 4. Accreditation sub-committee charter and members

**DISCUSSION** Need to start before the annual update to facilitate providing input. Sub-committee will be putting together calendars and building repository for evidence. Representation - who will be on the committee? Will accreditation sub-committee eventually become the accreditation steering committee? JL: The primary function, for now, is to begin getting a calendar together, to monitor the action plan, to start collecting evidence and the build out of the evidence repository. There needs to be representation from program areas across the institution. JB/RW: It should be a small group for now and then expand the committee in the future. Should ask Barbara and Lorrie to serve on committee and only needs to be more than 3 or 4 people because we need to have more program areas for collection of evidence. Discussion - There are not people in the senate who will step forward for a long-term commitment – should assign three people to be the ‘center pieces’ who would then go out to other people. This three-person committee would be the ‘seed committee’ that develops the plan and structure of the committee, then brings in another 3-4 more people 6-12 months from now. PIE has previously discussed general main goals and purpose for the committee. Marne will serve on committee, also need a classified professional. Discussion regarding possible classified professionals to ask. Discussion regarding building an evidence system.

**Action Item** Neill Work on suggestions for classified members for sub-committee

**Action Item** Jessica Work on a charter with regards to what the sub-committee will be doing

#### 5. Adjournment: Meeting adjourned at 4:35 PM

**Next Meeting:** Monday, 3:00 – 4:30, 3/12/18 in PDR-106

**Minutes submitted by:** Debi King

**Minutes approved:**

*by committee March 15, 2018*