



Planning and Institutional Effectiveness Committee

MINUTES of January 9, 2023 | 3:30 – 4:30 PM | Zoom Meeting

Members Present:	Jessica Luedtke (co-chair), Neill Kovrig, Margaret Posner, Jesus Rivas, John Bromma (co-chair), Marne Foster, Sean Caruana, Michelle Fischthal, Jackie Sabanos, Kelly Henwood, Debi King
Not Present:	Shakerra Carter, Andrei Lucas
Guest(s):	Michelle Madrid Novak (for Shakerra Carter)
Recorder:	Debi King
AGENDA	
1. Call to Order Meeting called to order at 3:34 PM	
2. Action Items	
2.1 Approval of Agenda	
CONCLUSION	Motion to approve by Jesus, seconded by Sean – agenda approved
2.2 Approval of December 12, 2022 Meeting Minutes	
CONCLUSION	Motion to approve by Marne, seconded by John – minutes approved
3. Information/Discussion Item(s)	
3.1 PIE Membership	
INFORMATION	<ul style="list-style-type: none"> • Kelly Henwood is new PIE committee member per recommendation from Classified Senate • Committee members discussed the process for adding new members to PIE when multiple requests to be on the committee are received - hasn't previously happened <ul style="list-style-type: none"> ○ Committee members agreed that this process should be addressed in the next iteration of the Governance Manual
ACTION ITEM	Debi to send Kelly PIE meeting Outlook invites and grant access to PIE Committee in MS Teams
3.2 Strategic Planning Next Steps	
INFORMATION	<p>Presentation by Jesus reviewing institutional and unit strategic plans</p> <ul style="list-style-type: none"> • Progress – successes/barriers <ul style="list-style-type: none"> ○ Is it time to close institutional items based on unit progress? ○ Is it time to add or revise any institutional items based on unit plan updates? ○ Are unit strategic plans fully filled in? <ul style="list-style-type: none"> ▸ Name, description, KPI's ▸ Progress indicators ▸ Activities, outcomes, barriers ▸ Relationship to the Institutional SP • Going forward <ul style="list-style-type: none"> ○ Continue participating in committee discussions ○ emphasize the importance of Strategic Planning for the institution and its impact on resource allocation, accreditation, work prioritization, grant requests, etc.
3.3 Institutional Strategic Plan Infographic	
DISCUSSION	PRIE is working on an infographic at the President's request - highlights and milestones based on strategic plan data collected, opportunities and priorities identified by EPC, completed objectives
CONCLUSION	Committee reviewed several infographic design options presented by Jesus and agreed on one
4. Adjournment: Meeting adjourned at 4:24 PM	
Next Meeting: February 13, 2023 3:30 – 4:30 PM Zoom Meeting	

Minutes submitted by: Debi King

Minutes approved:

By Committee on 2/13/2023