



Planning and Institutional Effectiveness Committee

MINUTES for Monday, January 13, 2020

3:00 – 4:45 PM

ECC room 106 PDC

Members Present:	John Bromma (co-chair), Jessica Luedtke (co-chair), Michelle Fischthal (VPI), Marne Foster, David Holden, Neill Kovrig, Star Rivera-Lacey VPSS, Jesus Rivas, Katie Serbian, Carol Wilkinson, Richard Weinroth, Debi King
Members not Present:	Michele Madrid-Novak
Guests:	Esther Matthew
Recorder:	Debi King
AGENDA	
1. Call to Order 3:10 PM	
2. Action Items	
2.1 Review/Approve Agenda	
CONCLUSION	Motion to approve by Esther, seconded by Richard – motion approved
2.2 Approval of December 9, 2019 Meeting Minutes	
CONCLUSION	Motion to approve by Michelle, seconded by David – motion approved
3. Information/Discussion Item(s)	
3.1 Progress on Previous Action Items: 1) SDCE newsletter blurb, 2) Kudos Committee, 3) Review of other items	
INFORMATION	<p>1) John spoke to Ranessa, blurb will be in SDCE February newsletter</p> <p>a. question regarding recurrence of blurb in newsletter</p> <p>b. consensus move to the end of meetings to discuss potential blurbs – content and author</p> <p>2) Kudo Committee has nothing to report at this time</p> <p>3) Nothing to discuss on previous items at this time</p>
Action Item:	John to submit the blurb to Ranessa for SDCE February newsletter
3.2 Districtwide Strategic Planning Committee Meeting update	
INFORMATION	There has not been a meeting – nothing to update at this time
3.3 Accreditation and Research Sub-Committees	
INFORMATION	<p>Accreditation Sub-Committee:</p> <ul style="list-style-type: none"> Looking for a dean to replace Barbara Need to expand to add from each program - preferably one from Instruction, one from Student Services Accreditation newsletter is ready – holding until completion of Governance Handbook <p>Research Sub-Committee:</p> <ul style="list-style-type: none"> There has not been a meeting – nothing to update at this time
Action Item:	Carol will announce the need for a dean for Accreditation Sub-Committee at her workgroup tomorrow

3.4 Internal Communications Proposals – Rubric and overall process update

INFORMATION & DISCUSSION	<ul style="list-style-type: none">• Jesus explained the timeline, survey, rubric (informed by survey), and criteria for selection of consultant• Discussed ICT (internal communications taskforce) which will be reviewing/selecting consultant finalists for PIE
CONCLUSION	Members decided not to create ICT – consultant will be chosen by PIE at next meeting on February 10, 2020

3.5 Shared Governance Handbook Update; Mission, Vision, Values Update

DISCUSSION	<p>Mission, Vision and Values: Went to Academic and Classified Senates, 5 main committees, and EPC for review. Will go to full review in spring.</p> <p>Governance Handbook: Will go to Academic Senate that then EGC. If approved without changes, it will be immediately put into effect beginning the start of the semester. If it takes longer, the current handbook will stay in effect until approved.</p>
------------	--

3.6 Institutional 2016-2021 Strategic Plan extension

DISCUSSION	Will be extended because accreditation cycle has been extended – all other timelines are extended
------------	---

3.7 Annual Integrated Planning – Update

DISCUSSION	<ul style="list-style-type: none">• All resource requests have been received<ul style="list-style-type: none">○ 338 total requests submitted• Jessica and Jesus are meeting with all the deans regarding their resource requests:<ul style="list-style-type: none">○ Filling in any missing/incomplete information○ Clarification of process• Resource request reviewing group consists of:<ul style="list-style-type: none">○ Anthony and Mark from Administrative Services○ Patti Buse from Student Services○ Alex and Kelly from Instructional Services○ Jessica and Jesus from PRIE
------------	---

4. Adjournment: Meeting adjourned at 4:51 PM

Next Meeting: Monday, February 10, 2020 - 3:00-4:45 - PDC Room 106

Minutes submitted by: Debi King

Minutes approved:

By Committee on February 10, 2020