

Planning and Institutional Effectiveness Committee

MINUTES for Monday, March 12, 2018

3:30 – 5:00 PM

ECC PDC room 106

Members Present:	Robin Carvajal, Marne Foster, David Holden, Jessica Luedtke (Co-Chair), Michele Madrid Novak, Matthew Rivaldi, Carol Wilkinson for Michelle Fischthal, Debi King
Members not Present:	John Bromma (Co-Chair), Michelle Fischthal, Neill Kovrig, Star Rivera-Lacey, Katie Serbian, Richard Weinroth
Recorder:	Debi King
AGENDA	
1. Call to Order 3:31 PM	
2. Review Agenda, Approval of Minutes	
2.1 Approval of Agenda	
CONCLUSION	Unanimously approved by committee
2.2 Approval of 2/12/18 Meeting Minutes	
CONCLUSION	Motion to approve: Robin Carvajal, seconded by Marne Foster - motion passed
3. Update on Districtwide Strategic Planning Committee meeting	
DISCUSSION	JL attended meeting and advised committee of updates, info: <ul style="list-style-type: none"> ▪ They are building out their website and will provide links and sources for environmental scan – good info for Program Review and Accreditation mid-year\self-study ▪ We are no longer required to provide CE-level information for districtwide SP – Vice Chancellors will now do it. We will review a draft and provide feedback – timeline to be determined
Action Item Jessica	Will provide link to Districtwide Strategic Planning Committee website
4. Strategic Plan Updates and Workshops Offered	
DISCUSSION	<ul style="list-style-type: none"> ▪ Second workshop coming up and should be well-attended ▪ First workshop had only one attendee ▪ JL brought attendance up at EGC ▪ OIE staff is available to provide one-on-ones to answer questions and provide support
5. Campus Labs Planning System/Rollout Update	
DISCUSSION	<ul style="list-style-type: none"> ▪ Transitioning from paper and pencil to electronic updates in Campus Labs ▪ New platform looks better, but totally different than previous version ▪ We will start with a pilot group of users prior to rolling it out at the beginning of next fall ▪ Users in the system can update their plans at any time ▪ We are considering the accreditation module for Campus Labs in the future
6. Research and Accreditation Sub-Committees Update	
DISCUSSION	<ul style="list-style-type: none"> ▪ Research Sub-Committee is drafting a Research Agenda – in review now <ul style="list-style-type: none"> ○ When completed, will go to PIE and shared governance ▪ Research Agenda may be done annually or on a 3-year basis ▪ Had first meeting of Accreditation Sub-Committee ▪ Accreditation Sub-Committee will produce a newsletter to improve communication <ul style="list-style-type: none"> ○ What we're doing – how and why ▪ Sub-committee conveyed need to expand sub-committee by adding members <ul style="list-style-type: none"> ○ Add Research Associate for now
CONCLUSION	Motion to add three members to Accreditation Sub-committee as needed, including Research Associate, by Marne Foster, seconded by David Holden - motion passed

7. Next Steps - Annual Strategic Plan Update Report to EGC, Timeline, Format

DISCUSSION	<ul style="list-style-type: none"> ▪ Due April 2nd ▪ Once updates are submitted to Debi – she will update in the system ▪ PIE will review at next meeting then forward to Accreditation Committee ▪ Update Power Point presentation at next meeting. JL will build accreditation into presentation – only one presentation this year ▪ Discussion regarding budget allocation / budget requests in program review <ul style="list-style-type: none"> ○ Does Budget Committee make decisions regarding allocation? Meeting with Jackie to clarify ○ President makes final decisions with regards to budget allocation ○ Example shown of Resource Request form and rubric from Faculty Hiring Committee
Action Item Jessica	Continue contacting other committees and emailing the outline/proposed draft calendar/timeline to review and elicit feedback/suggestions

8. IEPI Plan Approval: Status

DISCUSSION	Going through the governance process and taking a little longer getting it signed off by all entities. Should go to the March EGC meeting for final approval. Money will be managed by OIE
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9. IEPI Plan Discussion: Integrated Planning (IP Calendar and process for committee review, procedures document)

DISCUSSION	<ul style="list-style-type: none"> ▪ Timeline/calendar discussion – example shown of Mesa’s timeline <ul style="list-style-type: none"> ○ Timeline has already been brought up in Program Review Committee ○ Considering combining strategic planning update and program review into one process in fall <ul style="list-style-type: none"> ◆ This would be the time to update Mission Statement if necessary ◆ Suggestion and possible calendar has been brought up in other committees ◆ Would be beneficial to could get one member from each of the committees to come to OIE trainings ◆ Improving the process by creating an integrated planning process evaluation survey suggested
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7. Adjournment: Meeting adjourned at 5:06 PM

Next Meeting: Monday, ~~4/9/18 4/, in PDR-106 3:00 – 4:30 PM~~ ⇨ 4/16/18, in ECC 121 1:30 – 3:00 PM

Minutes submitted by: Debi King

Minutes approved: By Committee 4/16/18