



Planning and Institutional Effectiveness Committee

MINUTES for Monday, April 13, 2020

3:00 – 4:45 PM

Zoom Meeting

Members Present:	John Bromma (co-chair), Jessica Luedtke (co-chair), Michelle Fischthal (VPI), Jackie Sabanos (VPA), Marne Foster, David Holden, Neill Kovrig, Jesus Rivas, Katie Serbian, Richard Weinroth, Esther Matthew for Star Rivera-Lacey (VPSS) Carol Wilkinson, Debi King
Members not Present:	Michele Madrid-Novak
Guests:	
Recorder:	Debi King
AGENDA	
1. Call to Order 3:03 PM	
2. Action Items	
2.1 Approval of Agenda	
CONCLUSION	Motion to approve by Carol, seconded by Neill – motion approved
2.2 Approval of February 10, 2020 Meeting Minutes	
CONCLUSION	Motion to approve by Neill, seconded by Jesus – motion approved
2.3 Approval of March 9, 2020 Meeting Minutes	
CONCLUSION	Motion to approve by Marne, seconded by Debi – motion approved
3. Information/Discussion Item(s)	
3.1 IEPI Innovation and Effectiveness Plan close out	
INFORMATION	<ul style="list-style-type: none"> • The Internal Communications project (specifically hiring a consultant) was ended due to a combination of factors. The I&EP is set to expire at the end of the fiscal year. COVID-19 pandemic response hinders contracting and consultancy work for an undefined period of time. It was agreed to direct funds to support faculty training and work on SLOs, curriculum mapping, etc. in IEPI plan. <ul style="list-style-type: none"> ○ <i>Question:</i> is there any aspect of this (internal communications) piece that will be completed? <ul style="list-style-type: none"> ▪ <i>Answer:</i> it would need to be re-contextualized. I&EP funding extension is completed. ▪ Members expressed concern that this unique situation (Covid-19) specifically impacts communication issues and this is not proceeding at this time – this should not go away as a priority when we return to our jobsites and determine “new normal”. For the sake of accountability, PIE should acknowledge that this area of the plan wasn’t completed. • Some internal communications efforts were completed from the plan: Kudos Committee, President’s Weekly Messages (blog) • Discussion: PIE should address communications as an institutional priority: “what can we do to address the ongoing communication challenges we have?” – especially now (Covid-19) <ul style="list-style-type: none"> ○ Since this is cross-functional item may need to be addressed through EPC and EGC? In accreditation or institutional plans? Discussion held for next meeting.
Action Item:	Jessica will send PIE members a list of all the completed items in the IEPI plan
3.2 Feedback Survey Results and Recommendations for future iterations of the AIP process	
INFORMATION / DISCUSSION	<ul style="list-style-type: none"> • Integrated Planning Feedback Survey was sent out in January <ul style="list-style-type: none"> ○ Progress is positive – participants are getting used to the new process ○ We were able to identify to gaps informing improvement going forward ○ Participants were positive about the support provided ○ Training worked well, however more online training would be beneficial (Zoom, video tutorials) ○ Participants indicated that the timeline is challenging ○ Full-department participation is still a challenge • Annual Integrated Planning (AIP) next year <ul style="list-style-type: none"> ○ Fine-tune training/coaching and increase types of support provided (video tutorials, etc.) ○ Consolidate the use of post-session surveys ○ Continue messaging the importance of AIP to the institution ○ Continue streamlining the process to make easier for the end-user • Review again at first PIE and PR committees
Action Item:	Jesus will provide the full report from the survey to PIE members

3.3 Progress on Previous Action Items: Kudos Committee

INFORMATION	<ul style="list-style-type: none"> • No information to report regarding faculty until we return to campus – no actual committee exists presently <ul style="list-style-type: none"> ○ Members discussed that kudos now, during this time, might be more necessary than ever ○ We should think of ways that we can provide kudos now as it might be a morale booster ○ Perhaps virtual acknowledgement via emails. • Neill will be mentioning classified professionals deserving of kudos during his portion of the CE Town Hall Zoom meetings
Action Item:	John and Neil will collaborate in looking for ‘unsung heros’ through Academic and Classified senates
3.4 Committee Reports	
3.4.1 Districtwide Strategic Planning Committee – meeting was cancelled/rescheduled to the end of the month	
3.4.2 PIE Sub-Committee: Accreditation – meeting coming up will address Action Plan update, Mid-Cycle report	
3.4.3 PIE Sub-Committee: Research – committee has not met yet	
3.5 Faculty Priority Hiring Committee Feedback on Committee Resource Allocation	
DISCUSSION	<ul style="list-style-type: none"> • Programs that do not use LMI aren’t addressed on the resource allocation form • Institutional objective needs to be moved to up in the form as it was missed by most • An instructional program requested a counselor – how are cross-department requests addressed? <ul style="list-style-type: none"> ▪ Can requests be submitted for other departments and other resources? – should this question be addressed to EPC and/or VPA?
Continued	Due to time constraint, this discussion will be carried forward to the next PIE meeting
4. SDCE Newsletter Blurb Content and Writer	
SUGGESTION	<p><i>“We are grateful for all the hard work people are doing during Covid and ask people if there’s an unsung hero to please submit it because we’d like to acknowledge them”.</i></p> <p>submit unsung hero names to John and Neill</p>
Action Item:	<p>Jessica will write up and send to Ranessa for inclusion in SDCE Newsletter and President’s Weekly Message</p> <p>John and Neill will send out emails from Academic and Classified senates</p>
5. Adjournment: Meeting adjourned at 4:54 PM	
Next Meeting: Monday, May 11, 2020 - 3:00-4:45 - Zoom Meeting	

Minutes submitted by: Debi King

Minutes approved:

By Committee on May 11, 2020