

Planning and Institutional Effectiveness Committee

MINUTES for Monday, April 16, 2018

1:30 – 3:00 PM

ECC room 121

Members Present:	John Bromma (Co-Chair), Michelle Fischthal, Jessica Luedtke (Co-Chair), David Holden, Matthew Rivaldi, Katie Serbian, Richard Weinroth, Marne Foster, Debi King
Members not Present:	Robin Carvajal, Neill Kovrig, Star Rivera-Lacey, Michele Madrid Novak,
Recorder:	Debi King
AGENDA	
1. Call to Order 1:37 PM	
2. Review Agenda, Approval of Minutes	
2.1 Approval of Agenda	
CONCLUSION	Unanimously approved by committee
2.2 Approval of 3/12/18 Meeting Minutes	
CONCLUSION	Unanimously approved by committee
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
------------	--

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
------------	---

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 May 14, 2018*