



**Planning and Institutional Effectiveness Committee**

**MINUTES for May 9, 2022 | 3:30 – 5:00 PM | Zoom Meeting**

<b>Members Present:</b>	Jessica Luedtke (co-chair), John Bromma (co-chair), Michelle Fischthal, Neill Kovrig, Margaret Posner, Jesus Rivas, Marne Foster, Debi King
<b>Not Present:</b>	Shakerra Carter, Andrei Lucas, Jackie Sabanos, Katie Serbian
<b>Guest(s):</b>	Edith Quintero for Shakerra Carter
<b>Recorder:</b>	Debi King

**AGENDA**

**1. Call to Order 3:39 PM**

**2. Action Items**

**2.1 Approval of Agenda**

<b>CONCLUSION</b>	Motion to approve by Margaret, seconded by Jesus – motion approved
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**2.2 Approval of April 25, 2022 Meeting Minutes**

<b>CONCLUSION</b>	Motion to approve by Neill, seconded by Marne – motion approved
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**3. Information/Discussion Item(s)**

**3.1 Update on Review of Final Drafts of Institutional Strategic Master and Institutional Strategic Plans**

<b>INFORMATION / DISCUSSION</b>	Final drafts of the ISMP and IMP are in currently being reviewed, formatted, edited, by PRIE – will be sent to PIE and Academic/Classified Senates for their final review/changes/comments within the next two weeks and brought back to PIE for June meeting
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**3.2 Cyclical Timeline for ISMP & ISP**

<b>DISCUSSION</b>	Committee discussed the two options for the cyclical timeline <ul style="list-style-type: none"> <li>• The only two options are seven or nine years that will fit into CE’s accreditation activities</li> </ul>
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<b>CONCLUSION</b>	Committee agreed to continue with the seven year plan currently being used with the option of reevaluation and change after the self-study
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**3.3 Update on Current Institutional Surveys**

<b>INFORMATION</b>	<ul style="list-style-type: none"> <li>• San Diego Adult Education Regional Consortium Survey             <ul style="list-style-type: none"> <li>○ In conjunction with San Diego Unified</li> <li>○ regarding CAEP</li> <li>○ approximately 40 participants</li> </ul> </li> <li>• Governance Self-Assessment Survey             <ul style="list-style-type: none"> <li>○ Survey is live now – open for the next two weeks</li> <li>○ Used to make to inform potential revisions to the Governance Handbook and provide information to committee chairs for discussions with their members about potential changes</li> <li>○ Length of survey depends on number of committees the participant is on</li> <li>○ Does not need to be done in one session – participant can close and come back to finish</li> </ul> </li> <li>• Administrative Review Survey             <ul style="list-style-type: none"> <li>○ Help administrative units see where they are with different metrics in a one-page report</li> <li>○ Administrative units can view results specific to their unit</li> <li>○ Survey instrument questions were reviewed by committee</li> </ul> </li> </ul> <p><b>Committee members strongly requested to support and encourage participation in surveys</b></p>
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**3.4 Mission Statement Review Survey**

<b>INFORMATION</b>	<ul style="list-style-type: none"> <li>• Mission Statement Feedback Survey             <ul style="list-style-type: none"> <li>○ Collect feedback from CE employees regarding the institution’s mission statement to inform the participatory governance structure and determine if there is a need to revise it</li> <li>○ 2021 Accreditation Manual from the ACS WASC indicates that schools must review and revise their institutional mission statement periodically to ensure it stays current and relevant</li> <li>○ Survey results will be shared with each CE Participatory Governance groups for discussion</li> </ul> </li> </ul>
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**3.5 Meeting Time/Date - 2022/23**

**INFORMATION  
/ DISCUSSION**

Committee agreed to reduce PIE meetings by 15 minutes for next year's meetings – days will tentatively remain the same

**4. Adjournment:** Meeting adjourned at 4:57 PM

**Next Meeting:** September 12, 2022 | 3:00 – 4:30 PM | Zoom Meeting

**Minutes submitted by:** Debi King

**Minutes approved:**

*By Committee on 9/22/2022*