



Planning and Institutional Effectiveness Committee

MINUTES for Monday, May 13, 2019

3:00 – 4:30 PM

ECC room 121 (moved to 106)

Members Present:	Jessica Luedtke (co-chair), Marne Foster, David Holden, Neill Kovrig, Barbara Pongsrikul, Jesus Rivas, Carol Wilkinson, Richard Weinroth, Debi King
Members not Present:	John Bromma (co-chair), Michelle Fischthal, Katie Serbian, Michele Madrid-Novak
Guests:	Michelle Gray
Recorder:	Debi King

AGENDA

1. Call to Order 3:09 PM

2. Review Agenda, Approval of Minutes

2.1 Approval of Agenda

CONCLUSION Motion to approve by Neill, seconded by Richard – agenda approved unanimously

2.2 Approval of April 8, 2019 Meeting Minutes

DISCUSSION For clarification, change “preliminary prioritization list” to “SDCE preliminary resource prioritization list” (3.1)

CONCLUSION Motion to approve by Richard, seconded by Marne, Neill abstained – minutes approved with change (3.1)

3. Information/Discussion Item(s)

3.1 Information: Progress on Previous Action Items

3.1.1 SDCE newsletter blurb

INFORMATION Item tabled. John not present.

3.1.2 Thank You letter to IEPI Partnership Research Team

INFORMATION Debi prepared and sent thank you letter to each IEPI PRT member. Committee reviewed letter.

3.1.3 Internal Communications

INFORMATION Item tabled. Katie not present.

3.1.4 Role of the Budget Committee

INFORMATION

- Last Budget Committee meeting didn’t have a quorum so items weren’t addressed:
 - What is Budget Committee role? (per PRT visit)
 - Request add to Budget Committee’s next meeting agenda
 - Guide discussion in Budget Committee meeting and report back to PIE

Action Item Barbara Barbara will email committee members to determine schedule and put PIE inquiry on agenda for June meeting.

Action Item Barbara Barbara will survey Budget Committee members to determine better meeting times to facilitate meeting attendance.

Action Item Jessica Jessica will resend the email to Barbara with IEPI recommendations to inform the Budget Committee.

3.2 Districtwide Strategic Planning Committee

INFORMATION

- Jessica attended meeting – items discussed:
 1. Membership and members that want to stay on committee next year
 2. Mapping institutional priorities the State focus and Chancellor’s office goals

3.3 Committee representation, meeting dates, and length of committee meeting for 2019/20	
INFORMATION	Group discussed tentative dates for PIE meetings next year and increasing the time from 90 minutes to 105 minutes per meeting. Next year meeting dates/times will be: 9/9/19, 10/14/19, 11/14/19 (due to holiday on 11/11), 12/9/19, 1/13/20, 2/10/20, 3/9/20, 4/13/20, 5/11/20 from 3:00 to 4:45
3.4 Draft 2020/21 SDCE Principles for Prioritizing Programs, Services, & Resources; Resource request forms	
INFORMATION	<ul style="list-style-type: none"> ▪ Draft 2020/21 form addresses the improvements needed: <ul style="list-style-type: none"> ○ Needs to be more detailed (too general) ○ Priorities need to be ‘planned’ as opposed to ‘unintended’ ones that come up during the year ○ Inaccuracy due to unknown funding amounts for the following year(s) ○ Where are the gaps – in what areas can there be more support (PIE to assist with this) ○ More clarity needed – rubric explained ○ Need more information coming from various areas of the institution and admin regarding priorities ○ LMI data should support justifications (are there new market demands for this growing area?) ○ Reasons for faculty hiring ○ What were previous processes? ▪ Group discussed having a neutral (outside entity) 3rd party review requests ▪ Jessica brought up at EGC and was suggested to bring to President’s Cabinet so all VP’s, Deans, and administrators are also reviewing
Action Item Jessica	Jessica will add in the form “ <i>show demand and growth based on LMI</i> ” before it goes to President’s Cabinet.
3.5 Draft Institutional Goals/Accreditation Action Plan Update Report	
DISCUSSION	<ul style="list-style-type: none"> ▪ to Accreditation Committee on 5/16, to EGC 5/22 or 6/12) <ul style="list-style-type: none"> ○ Overall report highlights were quickly reviewed by committee due to time constraints (of meeting) ○ Committee discussed changing the color scheme on the report (for ease of viewing) ○ Committee reviewed “next steps” ○ Resource requests will go into Campus Labs next year ○ PRIE will conduct Campus Labs training workshops and one-on-one sessions ○ Will go out to committee for final approval before the presentation goes to EGC
3.6 Draft Governance Survey Reports and Governance Handbook schedule/process for fall revision	
DISCUSSION	<ul style="list-style-type: none"> ▪ Jesus presented the basic structure only (in the interest of time) <ul style="list-style-type: none"> ○ 64% participation ○ Self-reflection (open-ended) and meeting attendance/participation questions were included in survey ○ Survey asked respondents for suggestions ○ Results won’t be released until Fall - committees won’t have enough time to analyze data and make decisions ○ To protect anonymity of committee members, verbatim responses will be synopsized (themes) by PRIE ○ Presentations will not compare committees to each other – each committee will see their own data ○ Overall presentation will show common themes in open-ended responses, not verbatim
3.7 I&EP Letter from PRT, Kudos Committee, Campus Labs, SLOs, Closing the Loop on Program Review	
INFORMATION	<ul style="list-style-type: none"> ▪ I&EP Process Summary Report (dated 4/22/19) from PRT was distributed to committee members ▪ Kudos Committee, Campus Labs, SLOs, Closing the Loop on Program Review: tabled
4. Adjournment Meeting adjourned at 4:49 PM	
Next Meeting: September 9, 2019 - 3:00-4:45 - PDC Room 106	

Minutes submitted by: **Debi King**

Minutes approved:

By Committee on 9/9/19