



Planning and Institutional Effectiveness Committee

MINUTES for Monday, September 9, 2019

3:00 – 4:45 PM

ECC room 106 PDC

Members Present:	John Bromma (co-chair), Jessica Luedtke (co-chair), Michelle Fischthal (VPI), Marne Foster, David Holden, Neill Kovrig, Esther Matthew (Acting VPSS), Jesus Rivas, Carol Wilkinson, Debi King
Members not Present:	Katie Serbian, Michele Madrid-Novak, Richard Weinroth
Guests:	Maureen Rubalcaba, Claudia Tornsauer
Recorder:	Debi King
AGENDA	
1. Call to Order 3:05 PM	
2. Review Agenda, Approval of Minutes	
2.1 Approval of May 13, 2019 Meeting Minutes	
CONCLUSION	Motion to approve by Neill, seconded by Jesus – agenda approved with one typo correction
3. Information/Discussion Item(s)	
3.1 Information: Progress on Previous Action Items	
3.1.1 I&EP – Extension of funds	
INFORMATION	Has been extended through June 2020 – approximately \$88,000 remaining. Committee will discuss where to re-allocate the funds at next PIE meeting.
Action Item Jessica	Jessica will bring I&EP funds report to next PIE meeting.
3.1.2 SDCE Newsletter Blurb	
INFORMATION	Hasn't been done yet. Discussion regarding alternating this responsibility to other PIE members.
Action Item John	John will do the first blurb and send to all committee members for review.
3.1.3 Role of the Budget Committee	
DISCUSSION	No definition/clarification of Budget Committee role and function yet.
3.2 Districtwide Strategic Planning Committee	
INFORMATION	Meeting on 9/19/19 - Jessica can't attend. Neill will attend.
3.3 Accreditation and Research Sub-Committees	
INFORMATION	Accreditation SC: meeting on 9/19/19 - Jessica will attend. Research SC: Jesus is arranging meeting – one of the first items will be the Research Agenda and results of the Governance Survey.
3.4 Review of Resource Request Documents and Integrated Planning timeline	
INFORMATION & DISCUSSION	Committee reviewed the draft IP docs, FAQ's, and timeline– has gone to EGC and PC for review. When approved, it will be this FY guide for resource allocation, planning, and prioritizing resource requests - committee has questions. Timeline: program review will be done earlier (November 8 th) to inform the resource allocation process – Resource Requests will be due on December 4 th . FAQ's: will be a big help to those who are new to this process.
Action Item Jessica	Jessica will bring to EGC meeting on Wednesday

3.5 FPHC assistance with Unit Requests for Resources	
INFORMATION	<ul style="list-style-type: none"> • Jessica will be meeting with Jackie and will report back to committee. • Pooling resource requests and meeting with other committees to obtain their feedback. • Prioritizing will be based on need and the ability to implement.
3.6 PIE Committee Governance Handbook Page Update	
DISCUSSION	All pages are being revised in the Governance Handbook – PRIE will upload the PIE page as Google shared doc and send link to committee members for additions, deletions. Changes to be reviewed at next meeting.
3.7 Rolling PR Committee into PIE Committee	
DISCUSSION	Committee discussed combining PR and PIE committees or having PR be a sub-committee of PIE with increased meeting days (from once a month to twice a month) due to overlap of members and agendas. There was concern among the members that Program Review focus may be lost if melded with PIE. Committee decided to keep the committees separate and make clearer delineation between the two committees focus/purpose to avoid redundancy of agendas for both committees – further recommending that defining the focus of each committee be an agenda item for PR and PIE.
4. Adjournment Meeting adjourned at 4:48 PM	
Next Meeting: October 14, 2019 - 3:00-4:45 - PDC Room 106	

Minutes submitted by: [Debi King](#)

Minutes approved: *By committee on 10/14/19*