



Planning and Institutional Effectiveness Committee

MINUTES for September 13, 2021 | 3:00 – 4:45 PM | Zoom Meeting

Members Present:	Jessica Luedtke (co-chair), John Bromma (co-chair), Shakerra Carter, Michelle Fischthal, Marne Foster, Andrei Lucas, Margaret Posner, Jesus Rivas, Katie Serbian, Debi King
Not Present:	Neill Kovrig, Jackie Sabanos
Guests:	Rachel Rose
Recorder:	Debi King
AGENDA	
1. Call to Order 3:03 PM	
2. Action Items	
2.1 Approval of Agenda	
CONCLUSION	Motion to approve by Debi, seconded by Margaret – motion approved
2.2 Approval of May 19, 2021 Meeting Minutes	
CONCLUSION	Motion to approve by Jesus, seconded by Margaret – motion approved
3. Information/Discussion Item(s)	
3.1 Updated Integrated Planning templates and timeline	
INFORMATION	<ul style="list-style-type: none"> • Brief review of integrated planning process for new members <ul style="list-style-type: none"> ○ Institutional planning consists of Goals and Objectives ○ Unit-Level planning: <ol style="list-style-type: none"> 1. Goals 2. Objective/Activities – connected to Institutional Objectives 3. Requests for Resources • Unit-level strategic planning vision <ul style="list-style-type: none"> ○ Alignment between ISP and unit SP's ○ Streamlined templates for ease of use ○ Cross-departmental collaboration ○ Ease of tracking progress to share results across the institution • Program Review due October 29th • SP and resource requests due by December 3rd
3.2 Resource Allocation Transition	
INFORMATION	<ul style="list-style-type: none"> • Resource Request process will be transitioned to Administrative Services • Minor changes in the RR templates, as requested technical review team, were reviewed by committee
3.3 Integrated Planning Workshop/Training Schedule	
INFORMATION	<ul style="list-style-type: none"> • Tentative training dates: weeks of 10/18, 10/25, and 11/1 <ul style="list-style-type: none"> ○ Week of 10/18 – plan development process overview and planning concepts ○ Week of 10/25 – analyzing strategic master plan, closing out and building new plans in Anthology ○ Week of 11/1 – identifying and developing cross-departmental collaboration and implementation plans
3.4 Institutional Strategic Master Plan Update, including institutional goals and objectives review & plan timeframe	
INFORMATION	<p>Draft Institutional Goals And Objectives was presented to committee to review</p> <ul style="list-style-type: none"> • Developed starting in April - Institutional Goals and Objectives have been progressively determined <ul style="list-style-type: none"> ○ Five planning sessions, 17 breakout sessions ○ Over 125 participants consisting of faculty, administrators, classified professionals, and NANCE ○ Bilingual student survey had 45% response rate ○ PRIE systematically synthesized the feedback from all constituencies to develop themes ○ PIE met in special meetings prior the end of last term to review and refine Goals and Objectives ○ PRIE conducted individual and group meetings with managers and executive management to review the student and environmental scan data and provide further gap analysis and refinement
MOTION	<i>“Approve the Strategic Master Plan as a ten-year cycle from 2022/23 to 2032/33 and move this recommendation forward to the Executive Governance Council”</i>
CONCLUSION	Motion to approve made by Jessica, seconded by Jesus – motion approved unanimously

3.5 PIE framework, membership, meeting schedule

INFORMATION	<ul style="list-style-type: none">• One classified professional spot open – Jessica reached out to Classified Senate for suggestions• One faculty spot open as Lisa Cork’s duties are not allowing her to continue – suggestions welcome• Committee agreed to keep meeting schedule as-is 3:00-4:45
ACTION ITEM	Jessica will send PIE Committee Framework to members

3.6 SDCCE newsletter/communication content

INFORMATION	Committee agreed to send bullet points from PIE to Ranessa for the newsletter – members will send comments or questions regarding content to Margaret
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3.7 Committee report outs

INFORMATION	Committees have not met yet
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4. Adjournment: Meeting adjourned at 4:26 PM

Next Meeting: October 8, 2021 | 3:00 – 4:45 PM | Zoom Meeting

Minutes submitted by: Debi King

Minutes approved:

By Committee on 10/11/2021