SAN DIEGO COLLEGE OF CONTINUING EDUCATION

San Diego College of Continuing Education commits to student success and community enrichment by providing accessible, equitable, and innovative quality education and support services to diverse adult learners in pursuit of lifelong learning, training, career advancement, and pathways to college.

Planning and Institutional Effectiveness Committee

MINUTES for September 22, 2022 | 3:30 – 4:30 PM | Zoom Meeting

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

AGENDA

1. Call to Order 3:35 PM

2. Action Items

2.1 Approval of Agenda

CONCLUSION	Motion to approve by Neill, seconded by Michelle – motion approved

2.2 Approval of May 9, 2022 Meeting Minutes

CONCLUSION	Motion to approve by Neill, seconded by Marne – motion approved

3. Information/Discussion Item(s)

3.1 Review Institutional Mission, Committee Governance Page, and Membership Vacancies

INFORMATION	• Review of CE Institutional Mission Statement and PRC page in the Governance Handbook o Governance Handbook will be revised in fall or early spring • PIE membership: currently seeking a faculty member and a classified professional

3.2 Strategic Master Planning transition to Accreditation, Committee Structure, Meeting Dates

INFORMATION / DISCUSSION	• PIE will be collaborating with the Accreditation Steering Committee (ASC) this year in preparation for WASC visit
	• Committee agreed to dedicate four PIE meetings to combined 1.5 hour meetings with ASC
	    o 10/10/2022 - 3:30-5:00 PM
	    o 11/14/2022 - 3:30-5:00 PM
	    o 3/13/2023 - 3:30-5:00 PM
	    o 5/8/2023 - 3:30-5:00 PM
	• Report-outs (standing items) during PIE going forward:
	    o Research Committee
	    o Program Review Committee
	    o Resource Allocation Committee
	    o Professional Development Committee
	    o Classified and Academic Senates

3.3 MS Teams Transition / Agenda, Update Standing Agenda Items

INFORMATION	CE committees are transitioning from Dropbox to MS Teams / SharePoint. Links to meeting agendas and minutes, located in Teams, will be provided going forward – all PIE committee members have been giving permissions to the PIE Team

3.4 Update on Integrated Planning

INFORMATION	• Annual Integrated Planning (AIP) kicked off last week • This year AIP outcomes will be key to supporting accreditation work • All planning forms continue to be located in and submitted through Anthology • Tutorials are available in Canvas and trainings are being scheduled

4. Adjournment: Meeting adjourned at 4:22 PM

Next Meeting: October 10, 2022 (joint meeting with ASC) | 3:00 – 5:00 PM | Zoom Meeting

Minutes submitted by: Debi King **Minutes approved:** *By Committee on 12/12/2022*