



Planning and Institutional Effectiveness Committee

MINUTES for November 8, 2021 | 3:00 – 4:45 PM | Zoom Meeting

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

AGENDA

1. Call to Order 3:03 PM

2. Action Items

2.1 Approval of Agenda

CONCLUSION	Motion to approve by Jesus, seconded by Margaret – motion approved
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2.2 Approval of October 11, 2021 Meeting Minutes

CONCLUSION	Motion to approve by Jesus, seconded by Michelle – motion approved
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3. Information/Discussion Item(s)

3.1 Strategic Planning 101

INFORMATION	<p>Committee reviewed the support materials for unit-level strategic planning using a five-step approach:</p> <ol style="list-style-type: none"> 1. Update current plan 2. Generate ideas for new Unit plan utilizing <ol style="list-style-type: none"> a. Program Review b. Environmental Scan c. Institutional priorities d. Facilities Master Plan 3. Structure Plan 4. Wordsmith and clarify 5. Enter data into Anthology
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3.2 Strategic Planning and Resource Allocation Updates

INFORMATION	<ul style="list-style-type: none"> • Resource Requests due 12/3, Strategic Plans due 12/13 • PRIE is providing group, one-on-one training sessions, and support as needed
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3.3 Annual Integrated Planning (AIP) Feedback Survey

INFORMATION	PRIE will be sending out the AIP Feedback Survey – data will inform AIP process next year
ACTION ITEM	Jesus will provide PIE members with the survey instrument to review and provide changes/adjustments

3.4 SDCCE Research Agenda

INFORMATION	<ul style="list-style-type: none"> • PIE members wants to review the Research Agenda before moving forward with a motion to approve • Will be brought forward for approval at the next PIE committee meeting in December
ACTION ITEM	Jesus will provide PIE members with Research Agenda to review prior to the December meeting

3.5 Membership (2 open seats: 1 classified professional & 1 faculty)

DISCUSSION	Academic senate reported that it has been difficult to find members for various CE committees
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3.6 SDCCE newsletter/communication content

DISCUSSION	<p>Suggestions:</p> <ol style="list-style-type: none"> 1. reminder of why Strategic Planning is important 2. focus on building back the institution
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4. Adjournment: Meeting adjourned at 4:25 PM

Next Meeting:	December 13, 2021 3:00 – 4:45 PM Zoom Meeting
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Minutes submitted by: Debi King

Minutes approved:

By Committee on 12/13/2021