



Planning and Institutional Effectiveness Committee

MINUTES for Monday, December 9, 2019

3:00 – 4:45 PM

ECC room 106 PDC

Members Present:	John Bromma (co-chair), Jessica Luedtke (co-chair), Michelle Fischthal (VPI), David Holden, Neill Kovrig, Esther Matthew (for Star Rivera-Lacey VPSS), Jesus Rivas, Katie Serbian, Carol Wilkinson
Members not Present:	Marne Foster, Debi King, Michele Madrid-Novak, Richard Weinroth
Guests:	
Recorder:	Jesus Rivas for Debi King

AGENDA

1. Call to Order 3:06 PM

2. Action Items

2.1 Review/Approve Agenda

CONCLUSION	No objections to the agenda
-------------------	-----------------------------

2.2 Approval of October 14, 2019 Meeting Minutes

DISCUSSION	Add “Vice President of Administrative Services”, remove the “Classified Professionals” notation
-------------------	---

CONCLUSION	Motion to approve with changes by Katie, seconded by Neill – motion unanimously approved
-------------------	--

3. Information/Discussion Item(s)

3.1 Progress on Previous Action Items: 1) SDCE newsletter blurb, 2) Kudos Committee, 3) Review of other items

INFORMATION	1) Committee reviewed the proposed contribution to SDCE newsletter – finalizing content and length** 2) Kudo Committee has nothing to report at this time 3) Committee handbook was updated, Jesus has procured communication consultant proposals
--------------------	--

Action Item:	** John to submit the blurb to Ranessa for the newsletter
---------------------	---

3.2 Districtwide Strategic Planning Committee Meeting update

INFORMATION	Jessica reported that at the meeting they discussed the districtwide Strategic Plan update, went through the crosswalk again, and had more discussion regarding exactly what the committee does
--------------------	---

3.3 Accreditation and Research Sub-Committees

INFORMATION & DISCUSSION	Accreditation Sub-Committee: <ul style="list-style-type: none"> • created a newsletter – this one will highlight the visiting committee’s recommendations • Katie reported that the Accreditation Sub-Committee needs advisement from PIE • Committee has added Laurie Cozzolino for Professional Development • Committee needs another Dean due to Barbara’s retirement • Committee is trying to determine if committee needs to be larger for mid-cycle report <i>Question:</i> have we made progress in growth areas? <i>Answer:</i> PRIE is currently assessing and gathering evidence - looking in strategic plans and will be contacting leads to collect more evidence
-------------------------------------	--

3.4 I&EP Plan projects

3.4.1 Internal Communications Workgroup - consultant proposals and direction

INFORMATION

- Jesus is determining if this is the direction we want to go:
- Getting support for communication mapping
 - Expectation that this will be an institutional initiative

3.4.2 Remaining funds for accreditation support

INFORMATION & DISCUSSION

- We have approximately \$90,000 remaining (about half)
- We have had more trainings
 - Communications consultant
 - Funds must be spent (or encumbered) by June
- PRIE recommendations:
- Personnel support processes
 - Spring faculty hours for accreditation
 - VPI advised that Spring schedule is done and release time cannot be added
- Detailed accreditation support needed:
- data/evidence collection – contacting specific program deans/leads to obtain
 - familiarity with WASC requirements/guidelines
 - gap analysis
 - organize content
 - report writing/narrative
- Communications consultant proposals:
- requested proposals from 3 consultant firms and 2 independent consultants
 - cost between \$20k and \$45k
 - most of the proposals were closer to \$45k, but open to customization of services/costs
 - we require detailed information regarding services provided
 - Should processes be implemented at a higher level to facilitate standardization between campuses?
 - Is this PIE's responsibility if implementation is at higher/management level?
 - Very difficult to 'standardize' processes due to CE campus structure – (infrastructure issue)
 - Must have buy-in from executive leadership
- Jesus presented the five received proposals (first round) to committee for discussion
- all included a communication audit/analysis of current communication concerns
 - all included building a communication plan
 - all start with surveys – institution-wide – to determine how communications are currently working
 - move to interviews/focus group sessions
- Communications consultant next steps:
- suggestions for more consultants to be provided by PIE members asap
 - suggestion: *Center for Creative Leadership*
 - questions for consultant(s)
 - consultant should have general understanding of education (internal) communications
 - exact amount of budget for project
 - criteria for final selection of consultant
 - PIE should develop a rubric to evaluate/select proposal
 - move forward to the Communication Task Force

3.5 Strategic Plan and Resource Request Progress

DISCUSSION

Were due last Friday, put together today and sent to Mark, Anthony, Kelly, Alex, Jesus and Jessica. Meeting set up for Thursday to review them. Work with programs to 'clean up' and fill in any missing information – then to go back to committee for review.

4. Adjournment: Meeting adjourned at 4:42 PM

Next Meeting: Monday, January 13, 2020 - 3:00-4:45 - PDC Room 106

Minutes submitted by: **Debi King**

Minutes approved: *By Committee on January 13, 2020*