



## Planning and Institutional Effectiveness Committee

**MINUTES for December 13, 2021 | 4:00 – 4:45 PM | Zoom Meeting**

<b>Members Present:</b>	Jessica Luedtke (co-chair), John Bromma (co-chair), Michelle Fischthal, Marne Foster, Margaret Posner, Jesus Rivas, Jackie Sabanos, Katie Serbian, Debi King
<b>Not Present:</b>	Shakerra Carter, Andrei Lucas, Neill Kovrig
<b>Guest(s):</b>	Diana Vera-Alba, Kelly Henwood
<b>Recorder:</b>	Debi King

### AGENDA

#### 1. Call to Order 4:05 PM

#### 2. Action Items

##### 2.1 Approval of Agenda

<b>CONCLUSION</b>	Motion to approve by Margaret, seconded by Jesus – motion approved
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##### 2.2 Approval of November 8, 2021 Meeting Minutes

<b>CONCLUSION</b>	Motion to approve by Jesus, seconded by Margaret – motion approved
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##### 2.3 SDCCE 2021/22 – 2022/23 Research Agenda

<b>INFORMATION</b>	<p>Committee reviewed the new Research Agenda (RA)</p> <p>Discussion:</p> <ul style="list-style-type: none"> <li>• RA should reflect institutional focus (enrollment management)</li> <li>• Research Sub-Committee will be involved in process going forward</li> <li>• RA to include ongoing gap analysis as needed</li> </ul>
<b>CONCLUSION</b>	Motion to approve SDCCE 2021/22 – 2022/23 Research Agenda**, seconded by Jesus – motion approved **with ongoing gap analysis

#### 3. Information/Discussion Item(s)

##### 3.1 Update on Request for Resources, Unit Strategic Plan, and Infrastructure Plan Submissions

<b>INFORMATION</b>	Strategic Plans due date was extended to today, 12/14/2021, to facilitate Resource Requests being connected to program/unit Objectives. PRIE to send Resource Requests to Admin Services office on 12/17/2021
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##### 3.2 CAEP

<b>INFORMATION</b>	<p>Guests, Diana Vera-Alba and Kelly Henwood (Consortium Director for this area) provided a brief overview of California Adult Education Program (CAEP) as it relates to our resource request process</p> <ul style="list-style-type: none"> <li>• Can be used for site improvements with State approval</li> <li>• Cannot be used for general operating costs</li> </ul> <p>Due to meeting time-constraint detailed information is located on CE’s website in the Special Projects page</p>
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#### 4. Adjournment: Meeting adjourned at 4:53 PM

**Next Meeting:** January 10, 2022 | 3:00 – 4:45 PM | Zoom Meeting

**Minutes submitted by:** Debi King

**Minutes approved:**

*By Committee on January 10, 2022*