Mission San Diego 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 Thursday, September 28 2017	3:00 – 4:30	ECC room 121
Members Present:	Robin Carvajal, David Holden, Michelle Fischthal (Co-Chair), Marne Foster, Neill Kovrig, Jessica Luedtke, Michele Madrid Novak, Matthew Rivaldi, Richard Weinroth (Co-Chair), Debi King	
Members not Present:	Star Rivera-Lacey, *Katie Serbian	
Guests:	*John Bromma (proxy for Katie Serbian)	
Recorder:	Debi King	

AGENDA

1. Call to Order 3:07 **/Roll Call** introductions	
2. Action Item(s) Review agenda	
2.1 Approval of Agenda Agenda approved	
2.2 Approval of May 25, 2017 Minutes	
CONCLUSION	Motion to approve with correction of two typos - Jessica Luedtke, seconded by Marne Foster
3. Information/Discussion Item(s)	
3.1 Review of the IEPI visit schedule and identify any additional participants	
DISCUSSION	• Discussion on confirming and identifying appropriate representation for November 6 meetings. • Discussion on separate meeting with Senate Presidents: Neill indicated it was not necessary for the Classified, John and Richard decided to retain the time slot but reduce time. • Discussion on what might be discussed and speaking to challenging and controversial. Michelle: we will have those conversations with PIE and Program Review committees. • Discussed needing more time for the Program Review meeting/discussion and changed schedule accordingly. • Group: add Kelly Henwood to 'accountability tracking' portion of the IEPI visit.
ACTION ITEM	**Michelle** will contact Kelly Henwood to request her attendance for 'accountability tracking' – IEPI visit
	. Michelle: we should have all programs represented.
ACTION ITEM	**John** will contact people from Heavy Voc, Fashion/Hosp, and Parenting to represent
	Michelle informed group that there is approval for substitutes during visit - David doesn't want to miss class. Nametags/logistics will be handled by Kim.
3.2 Discussion and approval of the development of an accreditation sub-committee	
DISCUSSION	Group: we need to bring others into this sub-committee and include members of this committee (PIE). This sub-committee will need to 1) develop goals and objectives, 2) tracking action plan, 3) survey. Sub-committee must report back to PIE.
CONCLUSION	Motion to approve by Richard Weinroth, seconded by Neill Kovrig
3.3 Discussion and approval of the development of a research sub-committee	
DISCUSSION	• Discussed purpose/activities: development of research agenda, using data for informed decision making, etc. • Jessica, Michelle, and Neill will be on the research sub-committee. • Group: when will these two committees (3.2 & 3.3) meet? Two times per semester for each sub-committee TBA.
ACTION ITEMS	**Richard** will reach out to others for this committee
	Michelle will forward an email from a volunteer requesting to be on committee to Richard
CONCLUSION	Motion to approve by Neill Kovrig, seconded by Jessica Luedtke
3.4 Campus Labs (planning system) update	
DISCUSSION	Michelle: system is being upgraded, not rolled out yet, waiting for 'authentication' from SDCE Technology dept. Pilot group of users (faculty & deans) have used/looked at the system. Upgrade and

	authentication could be mid-November. OIE is working on getting other plans into the system – met with WIOA to facilitate this.
3.5 PIE goals and objectives for this coming year	
DISCUSSION	- Michelle: IEPI will be able to help with this. Are there specific things we should address? - Discussed surveys: Richard: customer feedback surveys "what worked well?" – simple questions. Michelle: survey will be initiated by the committees, like program review. Jessica: many committees haven't put out surveys before. Michelle: maybe PIE can put out some simple guidelines for committees to request surveys 1) institution, 2) within the actual group. Richard: is there a way to advise or have a standard tool or guidelines? John: maybe research sub-committee can give rules or guidance. We need to talk about how we engage in surveying as an institution. - Robin: is there room in this committee to tackle: 1) systems – faculty attendance reporting, 2) traveling to other campuses? Marne: electronic roll books? Michelle: Instructional Services is taking on some of this. There is so much that PIE is doing, this should be coming from other areas – not necessarily Institutional Effectiveness. - Next meeting agenda items to include committee to draft: "what is our purpose' - Group: Who has oversight re: the lack of systems - Technology committee? David: they are not talking about these things. - Robin: fundamental issues and lack of advocacy streamlined. Group: there are missing pieces in our infrastructure; there has to be advocacy. Michelle: we can make recommendations. This is addressed in the "IEPI Area of Focus Treatment". - Can/should this committee make recommendations to other committees? Discussion and development of goals extended to next meeting
4. Adjournment: Meeting adjourned at 4:41 PM	

NEXT MEETING:
Thursday, October 26, 2017- 3:00-4:30
ECC- Room 121

Minutes submitted by: Debi King   **Minutes approved**   **Date:**