

Planning and Institutional Effectiveness Committee

MINUTES for Thursday, October 26 2017	3:00 – 4:30	ECC room 121
Members Present:	John Bromma (Co-Chair), Robin Carvajal, David Holden, Michelle Fischthal (Co-Chair), Marne Foster, Neill Kovrig, Jessica Luedtke, Katie Serbian, Richard Weinroth, Debi King	
Members not Present:	Matthew Rivaldi, Star Rivera-Lacey, Michele Madrid Novak	
Guests:		
Recorder:	Debi King	

AGENDA

1. Call to Order 3:05	
2. Action Item(s) Review agenda	
2.1 Approval of Agenda Agenda approved	
2.2 Approval of September 28, 2017 Minutes	
CONCLUSION	Motion to approve John Bromma, seconded by Neill Kovrig
3. Information/Discussion Item(s)	
3.1 Review IEPI visit timeline and logistics	
DISCUSSION	<ul style="list-style-type: none"> ▪ All meetings on day of visit will be in conference room 106 ▪ Michelle will meet with PRT lead and President, 30 minutes before meetings begin ▪ Discussion on how many people Senates should bring to their session. Resolved ▪ Michelle: all programs should be represented in the Program Review session 12:45 – 2:15, PIE committee members to attend all sessions ▪ David H. will not be present at morning sessions
ACTION ITEM	John will contact 1) Laurie Mikolaycik from Parenting, 2) Brad Dorschel from Welding, 3) Donna Lamdar to confirm attendance for the afternoon session and lunch
DISCUSSION	<ul style="list-style-type: none"> ▪ Group: Pat Mosteller already responded. We need Heavy Voc, Fashion/Hospitality, and Parenting represented ▪ Robin: is this visit about putting on a show of how perfect we are? Michelle: No. The PRT wants to know the weak areas and challenges. Group: There are no negative consequences for “laying it all out there – this is an opportunity to air issues. ▪ Corinne Layton should attend SLOs/syllabi development/student assessment session 11:15-12:00
ACTION ITEM	Michelle will send reminder invitation to all attendees
3.2 Develop draft purpose of accreditation and research subcommittee	
DISCUSSION	Group discussion
CONCLUSION	purpose: <i>“Creating the infrastructure and timeline for the overall accreditation cycle that fosters monitoring the accreditation action plan and collecting and organizing evidence”</i>
3.3 Discussion and approval of the development of a research sub-committee	
DISCUSSION	<p>Michelle: accreditation subcommittee should be a larger committee with representation from all programs. We need to create an agenda and prioritize for the subcommittees. Group discussion - purpose: <i>“Creating the infrastructure and timeline for the overall accreditation cycle that fosters monitoring the accreditation action plan and collecting and organizing evidence”</i>.</p> <p>Marne re. Accreditation: brief discussion as to where the accreditation committee should be belong (questions about program review). Resolved: table to discuss at another time, possibly during the IEPI PRT process.</p> <p>Jessica: framework of the research subcommittee 1) research agenda, 2) self-assessment, 3) review data and inform/disseminate. Group: goals – 1) institutional assessment, 2) integrated planning, improving student learning and institutional effectiveness. Group decided to use Miramar’s purpose and goals as the framework to get the research committee started.</p>

	<ul style="list-style-type: none"> ▪ Research subcommittee will meet two times per semester ▪ Accreditation subcommittee will meet two times per year and as needed <p>David wants to make sure we are always focusing on how is this work and outcomes are useful for teachers in the 'front line' and in the classroom.</p>
CONCLUSION	TABLED for the future.
3.4 Identify Committee faculty and classified members (outside of PIE committee members)	
DISCUSSION	Group: research subcommittee member suggestions – ask Corinne Layton and Brad Dorschel if they want to be on this sub-committee, Jessica Luedtke, Neill Kovrig, Nancy Cortes, Michelle Fischthal, Marina Monta, John Bromma, Nancy Schindler.
ACTION ITEM	Robin will speak to the deans about being on the research subcommittee
ACTION ITEM	John will send an email to all department chairs about being on the research subcommittee
3.5 PIE goals and objectives for this coming year	
DISCUSSION	<p>Group: discussion regarding members necessary for the PIE committee:</p> <ul style="list-style-type: none"> ▪ OIE Dean ▪ Academic Senate Officer ▪ VP, Instruction (ADD: or assigned designee) ▪ VP, Student Services (Add: or assigned designee) ▪ Dean of Deans ▪ Faculty (4) – Marne Foster, John Bromma, David Holden, Matthew Rivaldi ▪ Supervisory - Michele Madrid Novak ▪ Classified (2) – Neill Kovrig, Debi King (commencing 10/26/17) ▪ Research and Planning Analyst ▪ Discussed also adding VPA or assigned designee. <p>Group to review goals and purpose of POE committee before submitting official change thorough EGC.</p>
4. Adjournment: Meeting adjourned at 4:38 PM	

NEXT MEETING:

Thursday, November 30, 2017- 3:00-4:30

ECC- Room 121

Minutes submitted by: [Debi King](#) **Minutes approved:** [by committee on November 30, 2017](#)