

Planning and Institutional Effectiveness (PIE) Committee

MINUTES - Monday, September 9, 2024

3:30– 4:30 PM

Zoom virtual meeting

Members Present:	Jessica Luedtke, Jacqueline Sabanos, Shakerra Carter, Jesus Rivas, Marne Foster, Megan Leppert, Neill Kovrig, Kelly Henwood, Debi King
Members not Present:	Sean Caruana, Juan Salcedo, Minou Spradley, Sarah Boswell, Pamela Kozminska
AGENDA	
1. Call to Order 3:35 PM	
2. Action Items	
2.1 Approval of Agenda	
CONCLUSION	Motion to approve agenda by Jesus seconded by Neill – agenda approved
2.2 Approval of May 13, 2024 Meeting Minutes	
CONCLUSION	Motion to approve by Jesus, seconded by Megan – May 13, 2024 minutes approved
3. Information/Discussion Item(s)	
3.1 Second/Final Discussion: Governance - PIE & Program Review Committee Combine (fall/spring)	
DISCUSSION	<div>Committee discussed combining PIE and PR committees<ul style="list-style-type: none">many of the areas of discussion in both committees overlapmost committee members are on both PIE & PRsuggest new name: <i>Program Review and Planning Committee</i>committee membership should include one student</div>
CONCLUSION	<div>1. Motion to combine PIE & PR committees made by Neill, seconded by Debi</div> <div>2. Motion to include student member on committee by Neill, seconded by Kelly</div>
3.2 Discussion Item: Governance - Meeting, time, membership (fall/spring)	
DISCUSSION	Committee discussed possible meeting date options for revising the Governance Handbook : October 14, 21, December 16, January 13, 27 – during PIE meetings and increase the meeting time to 90 minutes – 3:30-5:00
CONCLUSION	Committee agreed to meet during PIE meetings and increase the meeting time to 90 minutes – 3:30-5:00
3.3 AIP Kickoff, New People, Support	
INFORMATION	<div>Overview of Annual Integrated Planning kickoff starting next week, September 16th<ul style="list-style-type: none">Consists of two components<ul style="list-style-type: none">Program Review and Strategic Planning – PRIERequest for Resources – Admin ServicesNew Faculty Coordinator for PR: Sarah Boswell – thank you to Marne for her past supportData mentors will be supporting faculty with their data analysis (to include equity)Timeline:<ul style="list-style-type: none">1st draft due October 25thFinal submission due November 8thStrategic Plan updates due November 22nd</div>
3.4 Strategic Planning Reports at President’s Cabinet	
INFORMATION	PRIE to report SP progress at President’s Cabinet: goals & objectives, activities, progress / completion
Action Item	Jesus will email committee members an example of the report to be shared at President’s Cabinet
3.5 Districtwide Strategic Planning Committee	
INFORMATION	Districtwide Strategic Planning Committee meeting is scheduled for next week – deans from each of the colleges to report on strategic master planning process and plan for our new accreditation cycle
4. Adjournment: Meeting adjourned at 4:07	
Next Meeting: Monday, October 14, 2024	

Minutes submitted by: Debi King

Minutes approved: By committee October 14, 2024