



Planning and Institutional Effectiveness (PIE) Committee

MINUTES - Monday, November 13, 2023

3:30– 4:30 PM

Zoom virtual meeting

Members Present:	Dr. Shakerra Carter, Jessica Luedtke (co-chair), Jesus Rivas, Lee Blackmore, Margarita Posner, Megan Leppert, Sean Caruana
Members not Present:	Minou Spradley, Jacqueline Sabanos, Kelly Henwood, Neill Kovrig, Debi King
AGENDA	
1. Call to Order 3:34 PM	
2. Action Items	
2.1 Approval of Agenda	
CONCLUSION	Motion to approve by Lee seconded by Jesus – agenda approved
2.2 Approval of October 9, Meeting Minutes	
CONCLUSION	Motion to approve by Sean seconded by Margarita – October 9 th 2023 minutes approved
3. Information/Discussion Item(s)	
3.1 Co-Chair/New Faculty/New Manager	
INFORMATION	<ul style="list-style-type: none"> • Open positions on the PIE Committee <ul style="list-style-type: none"> ○ Need another faculty member – Margarita is now the Co-Chair <ul style="list-style-type: none"> ▪ Suggestions requested from committee members – send to Jessica ▪ Academic Senate will be contacted for suggestions ○ Jesus will fill the manager vacancy
3.2 Program Review Update	
INFORMATION	<ul style="list-style-type: none"> • Program Review went very well this year. Lee provided exceptional support and all PR’s were completed on time <ul style="list-style-type: none"> ○ Having less data questions to answer this year was well-received by all PR writers ○ LMI analysis: latest reports from COE were obtained by PRIE to aid those data questions ○ Going forward, COE will provide training for understanding and use of reports for CTE programs - TBD ○ Timeline slightly altered this year due to accreditation self-study and WASC visit in spring
3.3 Strategic Plan Update	
INFORMATION	<ul style="list-style-type: none"> ▪ PRIE sent out the first email to inform leads that it’s time to start transitioning to strategic planning <ul style="list-style-type: none"> ○ Plans only need to be updated if there have been changes to your program/department ○ Margarita will be checking in with leads to offer support for this process ○ Video tutorials and materials are available to all leads and writers
3.4 Request For Resources	
INFORMATION	<ul style="list-style-type: none"> ▪ Requests for Resources is now under the purview of Administrative Services Office (ASO) <ul style="list-style-type: none"> ○ PRIE has been working with ASO to make sure they have everything needed to take over the process ○ PRIE is offering support as needed for ASO (running reports and Anthology platform)
3.5 IEP PRT Assistance/Grant	
INFORMATION	<ul style="list-style-type: none"> Dr. King has requested an IEPI partnership resource team <ul style="list-style-type: none"> ○ PRIE is offering support as needed for ASO (running reports and Anthology platform) ○ Several areas are linked to the Accreditation Action Plan and ISP <ul style="list-style-type: none"> ▪ Professional Development – something similar to Mesa Loft ▪ Institutional Research
3.6 Districtwide Strategic Planning Committee	
INFORMATION	<ul style="list-style-type: none"> • With new leadership structure, committee is reidentifying possible changes to their composition and goals • Determining how the colleges can inform the District Strategic Plan • Committee meets 4 times per year • Eventually aligning some of CE’s goals with those of the District
4. Adjournment: Meeting adjourned at 4:11	
Next Meeting: December 11, 2023	

Minutes submitted by: Debi King

Minutes approved:

By Committee on 12/11/2023