



Planning and Institutional Effectiveness Committee

MINUTES for Thursday, May 25 2017	3:00 – 4:30	ECC room 121
Members Present:	Jessica Luedtke, Markus Berrien, Marne Foster, Matthew Rivaldi, Michelle Fischthal (Co-Chair), Neill Kovrig, Richard Weinroth (Co-Chair), Kate Alder	
Members not Present:	Michele Madrid Novak, Star Rivera-Lacey, Jane Signaigo-Cox	
Guests:	Beth Hayes, Barbara Pongsrikul sub for member Jane Signaigo-Cox	
Recorder:	Michelle Fischthal	

AGENDA

1. Call to Order/Roll Call	
2. Action Item(s) Review agenda	
2.1 Approval of Agenda Agenda approved	
2.2 Approval of April 27, 2017 Minutes	
CONCLUSION	Motion to approve - Neill Kovrig, seconded by Jessica Luedtke
3. Information/Discussion Item(s)	
3.1 District Strategic Plan: Review 2015 Update	
CONCLUSION	Motion to approve to post - Marne Foster, seconded by Barbara Pongsrikul
3.2 Strategic Plan Survey Comments/Action steps	
3.3 Discussion of Institutional Training dates and times	
3.4 Review IEPI Visit documents and identify participants	
DISCUSSION	<ul style="list-style-type: none"> ▫ Neill: small workgroup to develop the IE plan – to do the majority of work and development of the plan ▫ PIE Committee as core team –with need to add student for Fall ▫ Program Review Committee Members ▫ Neill: the second visit is more interactive ▫ Kate: concerns with SLO’s and ACCJC accredited institution ▫ Jessica: also concerns with Data ▫ Get leads who are specialized in these five areas ▫ Give information up front – The noncredit report, program review, description of what difference with SLO’s, Self-Study, strategic plan? SSSP plan and student equity. Ginger: strong workforce plan/program, AEBG? Decided AEBG is too big. Kate is thinking more about an executive summary. Kate thinking overview because PRT may not have heard of this before. So this is going back to the comparison. ▫ Michelle: give them pre information about our institution and how noncredit is different than credit during first visit – we have the documents of AEBG activities, strategic plan as a way of giving them our information. ▫ Preliminary info: who we are as an institution, how noncredit is different than credit ▫ Summer availability: Neill, Marcus, Jane (?), Matthew (August), Richard
ACTION ITEMS	Michelle to identify focus areas and point people
	Michelle to prepare draft of focus with point person/group
3.5 Discuss steps/plan for next year - <i>tabled</i>	
4. Adjournment: Meeting adjourned at 4:32 PM	

NEXT MEETING:
Thursday, September 27, 2017- 3:00-4:30
ECC- Room 121

Minutes submitted by: Michelle Fischthal **Minutes approved by committee** **Date:** 9/28/2017