



## Planning and Institutional Effectiveness Committee

**September 17, 2018**

Planning and Institutional effectiveness		Time 3:00p	Location: ECC room 121
Members Present:	Carli Robetaille, David Holden, Jessica Luedtke, John Bromma Marne Foster, Star Riveralacy		
Members not present	Debi King, Michelle Madrid Novak, Neill Kovrig, Richard Weinroth, Michelle Fischthal		
Guest(s):			
Recorder:	John Bromma		

### AGENDA

<b>1. Call to Order/Roll Call 3:05 call to order Quorum met.</b>			
<b>2. Action Items</b>			
<b>2.1 Approval of Agenda M/S/P</b>			
DISCUSSION	none		
CONCLUSION	accepted		
<b>2.2 Approval of May, 2018 Minutes</b>			
DISCUSSION	Minutes not yet transcribed due to staffing		
CONCLUSION	Postponed to next meeting		
<b>FOLLOW-UP ITEMS</b>		<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Transcribe meeting minutes		PRIE staff	Next meeting
<b>2.3 [Action Item] Purpose of Committee</b>			
DISCUSSION	Should committees do strategic plans? Not all committees are doing them. Information is sparse. Self-assessment may be a better 1 <sup>st</sup> step. Do the self-assessments and use results to inform strategic plan and institutional effectiveness.		
CONCLUSION	Focus on 1 <sup>st</sup> step-self. Committees that currently have plans in C.L. should update them for this year. Continue discussion.		
<b>FOLLOW-UP ITEMS</b>		<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Research Committee Assessment models and bring to PIE		PRIE	End of fall
<b>3. Discussion Item</b>			
<b>3.1 Discussion Item Committee forms and Rubrics</b>			
DISCUSSION	What are the needs for rubric? Need the rubrics ASAP. How do they link to organization overall plan and strategy. Outside consultant to help develop our rubrics for committees.		
CONCLUSION	There was consensus for hiring a consultant		
<b>FOLLOW-UP ITEMS</b>		<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Approve consultant through Program Review Committee		Dean PRIE	October 2018
<b>4. Adjournment: 4:05</b>			

Minutes submitted by: **John Bromma**

Minutes approved by: Committee Date: October 8, 2018