Minutes
Planning & Institutional Effectiveness Committee
Thursday April 26, 2018; 3:00-4:30pm A 213

Committee Members:

<table>
<thead>
<tr>
<th>MSC (2)</th>
<th>FACULTY (4)</th>
<th>CLASSIFIED (3)</th>
<th>STUDENT (1)</th>
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<tbody>
<tr>
<td>Takeo Kubo (absent)</td>
<td>Judith Bell (absent)</td>
<td>Dee Davis</td>
<td>Vacant</td>
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<td>Joyce Lui</td>
<td>Mary Cook</td>
<td>JoAnn McGowan</td>
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<td>Lucas Randall</td>
<td>Leslie Rice (absent)</td>
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<td>Jasmine Phan</td>
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1. **Welcome/Introductions**

2. **Public Comments (2 minutes each)**

3. **Review and approve minutes** *(Motion to approve is not necessary. Minutes are either approved “as read” or “as corrected” using the phrase “If there are no objections...”)*
   a. Typo corrected. Then minutes from 4/12/18 approved.

4. **Action Items** *(Includes special orders, which are motions that must be decided before adjournment, and unfinished business, such as tabled items from previous meetings.)*

5. **Old Business** *(Includes only items which were previously decided and have been placed on the agenda for review and/or reconsideration.)*
   a. Update Integrated Planning Handbook including KPIs
      i. Reviewed outline of new document. We are satisfied with the organization for now.
      ii. Joyce will take the new document and figure out what parts need what work. She will bring this back for the next meeting.
   b. 2018-19 planning schedule for PIE
      i. Added reviewing planning handbook to task list

6. **New Business** *(Includes items for which no action is anticipated at this meeting, or items brought forth by the membership not previously submitted for placement on the agenda. Items may be brought to a vote at this meeting by a 2/3 majority decision.)*
   a. PIE Comprehensive Report
      Completed Comprehensive Report. Joyce will present this to the CAC on May 4th.
      As part of this, discussed plans/goals for next year:
      - Reviewing committee self-evaluation process. Mary asked whether our feedback was used and useful to committees. We talked about the purposes of the process:
        o Self-reflection
        o Accreditation documentation
        o Input to Checkpoint
      - Reviewing how committee structure is working. Is the current structure the best one to support the college mission & vision?
      - Continue work revising Strategic Planning Handbook
   b. Discussed upcoming May 7th Strategic Planning Kickoff Meeting. Questions for the meeting:
      i. What is the planning timeline?
ii. Who will determine the college strategic goals?
iii. Who will determine the KPIs?
iv. Who needs to be involved in this process?
c. JoAnn moved that the May 24th PIE meeting be cancelled because the meeting is just one day before the end of the semester. This is a very challenging time for us all to attend. Motion passed unanimously.

7. Adjournment