Minutes
Planning & Institutional Effectiveness Committee
Thursday September 13th 2018; 3:00-4:30pm GE 103

Committee Members:

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<thead>
<tr>
<th>MSC (2)</th>
<th>FACULTY (4)</th>
<th>CLASSIFIED (3)</th>
<th>STUDENT (1)</th>
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<tr>
<td>Takeo Kubo</td>
<td>Judith Bell</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>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. Approve Minutes from 5/10/18

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.)

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. Committee Membership
      i. Thank you to Leslie Rice
      ii. Finding new members
         1. Multiple committees face challenges in recruiting members
         2. Program Review: may ask for readers to partner with committee members to read a few program review
   b. Setting PIE goals for 2018-19 year
      i. Create standard planning workflow/process that all committees can use
         1. Beginning of Fall?
         2. Review/Update at beginning of spring?
         3. Line up better with CAC
         4. Removes workload issue
      ii. Updated Strategic Plan (on going) (main goal)
      iii. Refine goal & process of creating Checkpoint (JM lead)
         1. timing
      iv. Active connection with other committees
1. Create visual?
2. PIE can attend all committees
3. Keep committees engaged
   v. Add IEPI grant management

c. IEPI Request
   i. Update from Joyce
      1. Take priorities from grant and set up form site
      2. September 2018-August 2019
   ii. Next steps

7. Adjournment