Minutes
Planning & Institutional Effectiveness Committee
Thursday November 8, 2018; 3:00-4:30pm GE 103

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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<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>Dorothy Pucay</td>
<td>Jasmine Phan (absent)</td>
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<td>Lucas Randall</td>
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Additional attendees:
- Michael Berke

Agenda:

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. Approved Minutes from 10/11/19

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. Ongoing Business - PIE 2018-19 goals
   a. Updated Strategic Plan

   Some committees would like PIE members to go to their meetings and find out what they would like to contribute to the strategic plan development. Questions that can be asked - What they value; what would be important in a strategic plan; current issues due to ineffective planning. Joyce will create a form for us to use when having these discussions. Joyce has been letting people know that PIE is working on the Strategic Plan. Pass along any input you get to her. Dee has already brought this up at the Professional Development Committee. They want counselors in the divisions, like the CE model. Takeo will go to Basic Skills Initiative Committee’s next meeting.

   In the recent strategic plan interviews, some takeaways:
   
   - Lack of staffing in facilities pointed out a problem with planning in our current model
   - Two frequent topics – focus on student success & desire for innovation in how we do professional development.
Joyce mentioned the State Chancellor would like every college and every district’s strategic plans to align with his vision of success so the entire system is aligned. There is an assembly bill addressing this.

Next step: Asked consultant, Fred Trapp, to create a matrix that aligns ideas with the activities, priorities and vision for success. The first draft needs updates. When done, will be shared with PIE.

Joyce wants the campus to know how important this step of gathering input for the strategic plan is. Everyone who wants to should have an opportunity to contribute ideas & information. She is looking at model from EVC of a strategic plan that has goals, metrics and activities linked but maintained separately. This would allow the college to change activities and metrics as needed to support the longer lasting goals.

b. Review any submitted requests ($42,040 in funds remaining)
   i. Discussed request from Library to hire people to update library website and train people in Sharepoint. Committee decided to defer a decision pending answers to these questions. Joyce will contact Susan.
      1. whether the Sharepoint training would be available to the whole campus
      2. how the library web site enhancements will impact the college and IEPI goals

c. Create standard planning workflow/process that all committees can use
   i. Update on CAC work
   ii. Review CAC forms

Dee explained how the CAC form has been working as is for a few years. It is simpler than the PIE form and CAC invites committees to present. The committee felt the combination of those two factors is a large part of why the CAC report usually gets done and the committee self-evaluation often doesn’t. Joyce mentioned that PIE is trying to get input from all committees, not just the ones that report to CAC. So she is going to Academic Senate to inform them that we are thinking about using the CAC form.

Filled in the Fall 2018 CAC report for PIE. JoAnn will present this to CAC.

d. ** Refine goal & process of creating Checkpoint
   i. Timing/timeline

e. ** Active connection with other committees
   i. Create visual
   ii. Actions to actively engage with other committees
      1. Request from BSI to have PIE committee member attend a meeting and discuss the strategic plan work

** Did not get to these items during this meeting

** 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.)*

** Adjournment**