Minutes
Planning & Institutional Effectiveness Committee
Thursday February 28, 2019; 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>
</tr>
</thead>
<tbody>
<tr>
<td>Takeo Kubo</td>
<td>Judith Bell</td>
<td>Dee Davis</td>
<td>Vacant</td>
</tr>
<tr>
<td>Joyce Lui</td>
<td>Mary Cook (absent)</td>
<td>JoAnn McGowan</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dorothy Pucay (on</td>
<td>Jasmine Phan</td>
<td></td>
</tr>
<tr>
<td></td>
<td>leave)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lucas Randall</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Additional attendees:

Ilder Betancourt Lopez
Beth Pratt
Susan Hines
Leslie Rice

Agenda:

1. **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 Nov 8, 2018

2. **Ongoing Business - PIE 2018-19 goals**
   a. Updated Strategic Plan
      i. Judith Bell took the Strategic Plan to Senate and gathered some additional information. Senate would like some additional data. There are some questions about fiscal issues in various scenarios and the new Vision for Success Metrics the state is asking for.

      Beth Pratt suggested adding a fourth area of influence – Community Engagement. There was a discussion of the main areas of the strategic plan:
ii. Vision for Success Metrics:

Vision for Success is a new state requirement. All community colleges must submit their plan by May 31st.

SJCC Timeline for SJCC Vision for Success Metrics:

March 14 – PIE develops metrics using information provided by Joyce & Shusaku.
March 19 – Academic Senate information item
b. IEPI request ($42,040 in funds remaining)
   i. Revisit Library request - $20,000 for library web site improvement
      Susan Hines explained that the library site is complicated due to multiple connections to
      databases. The library site is the 2nd most used site after the main SJCC page. The library recently
      lost their Sharepoint expert, so they need training. They are willing to be a Sharepoint resource
      for the staff and faculty as time allows.
      Request unanimously approved
   ii. Review any submitted requests
      1. Elizabeth Gonzalez - METAS request – $6000 to train SJCC team in planning facilitation
         Main goals - Streamline data analysis and data bank, especially for PLTL (Peer Led
         Tutoring Leaders) and SI (Supplemental Instruction) to communicate best practices and
         the results of their work most effectively with the rest of the campus
         Unanimously approved
      2. Michael Burke - SLOAC coordinator - $15,000 – adding Analytics and Managed Services
         to existing TracDat contract
         Committee has questions about availability of needed District resources, timing issues
         with Michael Burke going on sabbatical. Committee requests Michael to attend a future
         meeting and discuss these.
   iii. We need to spend the money we have received by October in order to apply for the next round
       of funding. Joyce will follow up with recipients to see where they are in using their funds.

3. Adjournment