Minutes
Planning & Institutional Effectiveness Committee
Thursday April 11, 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>
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<tbody>
<tr>
<td>Takeo Kubo</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>Dorothy Pucay(on leave)</td>
<td>Jasmine Phan (absent)</td>
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<td>Lucas Randall</td>
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Minutes:

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...”)*
   i. Minutes from 3/28/19 approved

2. **Old Business** *(Includes only items which were previously decided and have been placed on the agenda for review and/or reconsideration.)*
   i. 2019 Comprehensive Report was completed.

3. **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.)*
   i. Joyce Lui moved that the number of classified representatives be increased to 4, with one spot being reserved for a College Research Analyst. JoAnn McGowan seconded. Motion passed unanimously.

4. **Ongoing Business - PIE 2018-19 goals**
   a. **Goal 1 - Updated Strategic Plan**
      i. Update on Strategic Plan
      
      There is a Strategic Planning Retreat on 4/12. PIE will be working on creating performance indicators based on the priorities and objectives produced at that meeting.
      
      ACCJC wants stretch goals.
      
      ii. Update on Vision for Success
      
      SJCC goals have been completed and approved by Academic Senate.
      
   b. **Goal 2 - IEPI request ($15,600 in funds remaining)**
      i. Updates on pending request
      
      Michael Berke sent some additional information about TracDat, but the committee still has outstanding questions about whether the DO can handle the TracDat upgrades and who will continue the work when Michael is on sabbatical.
      
      ii. New request from Debbie Huntze-Rooney to purchase body composition equipment
The committee felt that the request was primarily program focused, rather than campus focused. We recommend working with business services to look for other sources of funding – perhaps bond funding. Or submitting as part of program review. Committee voted unanimously to deny the request.

iii. Review funds already allocated

Most of the awarded IEPI funds have not been spent. The committee drafted a letter and will request updates from each recipient on their plan to spend the money.

5. New Business
JoAnn McGowan moved to cancel the last scheduled PIE meeting on May 23 because of the press of graduation and finals. Joyce Lui seconded. Unanimously approved.

6. Adjournment