Minutes  
Planning & Institutional Effectiveness Committee  
Thursday March 8, 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</td>
<td>Judith Bell</td>
<td>Dee Davis (absent)</td>
<td>Vacant</td>
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<td>Joyce Lui (absent)</td>
<td>Mary Cook</td>
<td>JoAnn McGowan</td>
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<td></td>
<td>Lucas Randall</td>
<td>Jasmine Phan</td>
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<td>Leslie Rice</td>
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1. Welcome/Introductions

2. Public Comments (2 minutes each)  
No public comments

3. Review and approve minutes (no minutes to approve-deferred to next meeting) Motion to approve is not necessary. Minutes are either approved “as read” or “as corrected” using the phrase “If there are no objections…”
   a. Minutes from 11/9/17 approved  
   b. Minutes from 2/8/18 approved  
   c. Minutes from 2/22/18 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.)
   i. SJCC Check Point (Accreditation Corrective Action)  
      1. Review progress on inputs  
         a. Program review summaries  
            About 60% complete; rest are promised by 3/22  
         b. Committee self-evaluations - complete  
         c. Institutional set standards - complete  
         d. Summary of existing planning process – information complete  
      2. Flesh out steps to writing a document we can deliver by April 1  
         a. Joyce and JoAnn will compile inputs during week of 3/26  
         b. Broke into pairs to draw design ideas for format of the Checkpoint document.  
            Goal – one page summary. Highlights:  
            i. Include points of pride as a video; can be used for several purposes  
            ii. Pair that with planning directions from program reviews. There was concern about linking that to current KPIs/plans since they are so out of synch.

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. **IEPI project prioritization rubric**
   
i. Discussed criteria for prioritization. Agreed on
   1. Student focus
   2. Innovation
   3. Campus-wide impact
   
ii. JoAnn will compile a list of projects based on the results of the IEPI meetings being completed 3/8/2018.

iii. JoAnn will send out a list of the projects with the criteria for everyone to rank. We will combine the rankings to get an overall result.

7. **Adjournment**