Minutes
Planning & Institutional Effectiveness Committee
Thursday March 22, 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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</thead>
<tbody>
<tr>
<td>Takeo Kubo (absent)</td>
<td>Judith Bell</td>
<td>Dee Davis</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 (absent)</td>
<td>Jasmine Phan</td>
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<td>Leslie Rice</td>
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</tbody>
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1. Welcome/Introductions

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

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 3/8/18

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.)
   i. IEPI
      1. Leslie Rice abstained from this process. She stated these projects have been committed to in the past by the DO; should be funded and completed by them; and thus shouldn’t be part of the funds SJCC is getting from IEPI. She wonders if we will be reimbursed by the DO for providing them with money/resources to complete projects.
      2. Approved rubric for prioritizing IEPI projects (Student Impact, Innovation, Campus-wide focus).
      3. Agreed to combine rankings of all members across the three criteria and use the combined votes to create final ranking of projects.
   ii. SJCC Check Point (Accreditation Corrective Action)
      1. Review status on program review summaries. Most are complete.
      2. Review need for additional information from program reviews. Judith said that the planning sections of the Program Reviews is new for this year and was optional, so looking at the needs expressed through the document was adequate for this year’s pilot Checkpoint document.
      3. Joyce and JoAnn will work on compiling the information collected by the committee into the pilot Checkpoint document.

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.)
7. Adjournment