Minutes
Planning & Institutional Effectiveness Committee
Thursday April 12, 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 (absent)</td>
<td>Judith Bell</td>
<td>Dee Davis</td>
<td>Vacant</td>
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<td>Joyce Lui</td>
<td>Mary Cook (absent)</td>
<td>JoAnn McGowan</td>
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<td>Lucas Randall</td>
<td>Jasmine Phan</td>
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<td>Leslie Rice (absent)</td>
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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 3/22/18

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.)
   Joyce asked PIE members to save the date of May 7. A consultant will be having meetings that day to start the strategic plan update. This will be helping us prep for the real work which needs to start in fall.

5. Old Business—(Includes only items which were previously decided and have been placed on the agenda for review and/or reconsideration.)
   a. IEPI
      i. Next steps?
         PIE has finished with this. Next, Joyce will use the prioritization results to create the documents needed to submit. These will be reviewed with President Breland, then the Academic Senate.
   b. SJCC Check Point (Accreditation Corrective Action)
      i. Report feedback so far
         Checkpoint was shown during the accreditation visit and presented to the CAC.
      ii. Next steps?
         - JoAnn will present during spring PDD
         - Judith will talk to the Program Review Committee about making planning and points of pride info included in annual as well as comprehensive program reviews
         - When should the next Checkpoint come out?

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. Update Integrated Planning Handbook including KPIs
      Discussed the purpose of the document. It is needed for accreditation. It is not an operational manual, but should point to operational manuals.
      It should document how our committees and processes work together to plan. It should be a document that new employees can use to understand how decisions are made.
Reviewed the current Integrated Planning Handbook and decided which sections to retain. We noticed many out of date areas. We want to minimize references to information that changes frequently and instead point to where that information is kept.

b. 2018-19 planning schedule for PIE (what needs to happen when)
   Reviewed list of tasks. Discussed whether this, or something like it, could be standard way for all committees to communicate what they do, when.

7. **Adjournment**