Planning & Institutional Effectiveness Committee
PIE!
Thursday February 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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<tbody>
<tr>
<td>Takeo Kubo (absent)</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></td>
<td>Lucas Randall</td>
<td>Jasmine Phan (absent)</td>
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<td>Leslie Rice (absent)</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. Could not approve minutes from 2/8 and 11/9/17 because we did not have quorum when we discussed this

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.)
   a. Find Minutes from 11/9/17 minutes (passing to JoAnn)

5. Old Business—(Includes only items which were previously decided and have been placed on the agenda for review and/or reconsideration.)
   i. Review Updated Committee Evaluation Form
      1. Changed all question answers from numbers to words
      2. Will send out as soon as modified form is complete. JoAnn will do this and fill in goals from previous Committee Self-Evaluation reports
      3. Moved due date to May 4
   ii. SJCC Check Point, task list (Checkpoint document is an Accreditation Corrective Action)
      1. Reviewed and updated (See updated task list at end of minutes)
      2. Set goal of delivering first, pilot version, of checkpoint by April 1
      3. Assigned tasks – all due by next meeting 3/8/18
         a. Joyce – get Institutional Set Standards from accreditation report
         b. Joyce – review last committee self-evaluations
         c. JoAnn – create and send out form for all to use when condensing program reviews
         d. All, except Joyce – review 10 Program Review documents. Look only at planning portion.
         e. JoAnn – combine planning process information gathered
   iii. Update integrated planning handbook – will address this in April
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**

Checkpoint Document Tasks

(Checkpoint document is an Accreditation Corrective Action)

1. **Determine audience/intended function of document**
   a. **Overall intended function**
      - Combine and house detailed planning from many areas in the college to promote common understanding of planning needs across the entire school. It is a snapshot of where we are and where we want to be. It supports data-driven planning for the school.

   b. **Audience/specific function for that audience**
      i. President; function - cheat sheet to talk to chancellor & community
      ii. District Office; function – provide visibility of campus needs
      iii. Campus Committees; function – help them identify college needs
         - CAC
         - FaST Committee
         - Finance Committee
         - Professional Development Committee
         - Student Equity & Success Committee
      iv. Campus Senate; function – ensure they are in the planning loop
         - Academic Senate
         - Classified Senate
      v. Accreditation organization(ACCJC); function - evidence of committees working together; evidence of data-driven planning

2. **Determine delivery date/cycle**
   a. What date – April 1 for a first pilot document. Afterwards, Fall PDD so document can be used by committees as they start their work for the year.
   b. What meetings – Present at all committee meetings; PDD
   c. What frequency – 1x/year

3. **Collect all inputs (any others? Any that are not needed?)**
   a. Program reviews – look at planning section only
- Create a form we all fill in as we look at program reviews
  a. Points of pride
  b. Needs that these committees need to know about
     i. FaST Committee (help them identify college needs)
     ii. Finance Committee (help them identify college needs)
     iii. Professional Development Committee (how to know what to plan)
     iv. Student Equity & Success Committee (?)
     v. Other

Everyone (except Joyce) does 10 by 3/8; Judith distributes by?
b. JOYCE 3/8 Institutional Set Standards info from accreditation report
c. JOYCE 3/8 Committee self-evaluations
   - Points of pride (one per committee)
   - Problems (one per committee)
d. JoAnn 3/8 Documentation of existing planning process
   i. Find/Review current planning model from institutional handbook (owner JOANN; due 2/22)
   ii. Find/Review KPIs (owner MARY; due 2/22)
   iii. Find/Review president’s goals (owner LESLIE; due 2/22)
   iv. Outline relationships of committees (owner JOYCE; due 2/22)
   v. Document current existing processes of committees (i.e. Program Review to Finance) (owner JUDITH; due 2/22)
   vi. Identify gaps in current processes
   vii. Identify functioning parts of processes
   viii. Identify what is in the planning process and what is not

4. Write Checkpoint (flesh this out at 3/8 meeting)
   a. Determine format – how to get attention of document’s audiences
   b. Write. Edit. Repeat.