Planning & Institutional Effectiveness Committee
MINUTES
Thursday September 14, 2017; 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>Joyce Lui (absent)</td>
<td>Mary Cook</td>
<td>Dee Davis</td>
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<td></td>
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<td>Lucas Randall</td>
<td>JoAnn McGowan</td>
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<td>Leslie Rice</td>
<td>Jasmine Phan</td>
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1. **Welcome/Introductions**
   a. Judith Bell (Guest)

2. **Public Comments (2 minutes each)**
   a. 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. Approve minutes from May 11, 2017

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. No Action Items

5. **Old Business**—(Includes only items which were previously decided and have been placed on the agenda for review and/or reconsideration.)
   a. Review various committee self-evaluations

General comments:

Committee members discussed as need to clarify how to recruit faculty and classified committee member’s mid-term when a currently assigned member is no longer participating. Judith suggested that she attend the faculty senate and raise this use during public comment section.

Committee discussed the need for greater involvement in applications for professional development funds. Application is going to be revised, but greater outreach to college needed to inform staff and faculty of the opportunities and process for funding. This includes the possibility of multiple faculty members from the same division attending a conference – perhaps applying as a group – one application.

   b. Identify actionable tasks – such as monitoring “checklist” pilot discussed in the Spring last year. Which committees are currently piloting the checklist for accreditation?

6. **New Business—No new business**

7. **Adjournment**