Planning & Institutional Effectiveness Committee
MINUTES
Thursday September 28, 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</td>
<td>Judith Bell (absent)</td>
<td>Dee Davis</td>
<td>Vacant</td>
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<tr>
<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</td>
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<td>Leslie Rice</td>
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1. Welcome/Introductions
   a. Introduce guests and members

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. Approved minutes from 9/14/2017

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. Continue to provide feedback to various committees self-evaluations (dependent on other committees)
      i. Not discussed.
   b. Update/discuss membership and charge
      i. Joyce nominated JoAnn to be co-chair. Leslie seconded. Motion carried by voice vote. JoAnn accepted.
   c. Identify actionable tasks for sharing accreditation standards to specific committees
      - Joyce demonstrated Smartsheets. There was a discussion of how to use them.
      - The committee wants to pilot using Smartsheets for the accreditation tracking checklist. Ask Judith if this could also be piloted in PRC.
      i. Need to inform the Academic Senate about piloting Smartsheets

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 Partnership Resource Team
      - Joyce explained that no prep is needed for this meeting. Be honest. That will help us the most.
      - Joyce suggested that how to improve communication is an important topic to ask for help with. How do other colleges do this effectively?
   b. Committee web page needs to be updated with current meeting schedule.

7. Adjournment