Planning & Institutional Effectiveness Committee

MINUTES
Thursday February 2, 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>
</tr>
</thead>
<tbody>
<tr>
<td>Takeo Kubo (absent)</td>
<td>Judith Bell&lt;br&gt;Mary Cook&lt;br&gt;Lucas Randall (absent)&lt;br&gt;Leslie Rice</td>
<td>Dee Davis (absent)&lt;br&gt;JoAnn McGowan&lt;br&gt;Jasmine Phan</td>
<td>Vacant</td>
</tr>
</tbody>
</table>

1. Welcome/Introductions
   a. Takeo Kubo, Joyce Lui, Lucas Randall, and Dee Davis were absent
   b. Shusaku Horibe, new SJCC Research Analyst, attended

2. Public Comments (2 minutes each)

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. Minutes from 11/09/2017 meeting were not available. Approval deferred to next meeting.

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. Committee Evaluation Form (Updates)
      i. Date and switch of SPC to PIE updates noted
      ii. Judith Bell suggested adding pull-down lists of KPIs
      iii. JoAnn suggested replacing 1-5 ranking for Meeting Goals and KPI alignment with a pull-down list of phrases
      iv. Someone suggested putting previous year’s goals into form for each committee before sending it to them
      v. We will review an updated form at the next meeting

5. Old Business--(Includes only items which were previously decided and have been placed on the agenda for review and/or reconsideration.)
   i. SJCC Check Point (Accreditation Corrective Action)
      Tasklist:
      1. Clarify Inputs & deadlines (does this include Annual Committee Evaluation info? When is the report delivered? Who receives it?)
      2. Document current planning process – Bring following information to next meeting:
         - Find/Review current institutional handbook. Pull chart from SPC Handbook (JoAnn)
         - Find/Review KPIs (Mary)
         - Find/Review president’s goals (Leslie)
         - Outline relationships of committees (Joyce)
- Document current existing processes of committees (i.e. Program Review to Finance) (Judith)

3. Identify gaps and functioning parts of process
4. Summarize Program review take-aways. Who does this?
5. Summarize ISS info from accreditation report. Who does this?
6. Combine various pieces
7. Document process for creating Checkpoint document so we can do this again next year

   ii. Updated Integrated Planning Handbook
       We want to start addressing this by the April 12th meeting

6. New Business—

7. Adjournment