



Planning and Institutional Effectiveness Committee

MINUTES for January 11, 2021 | 3:00 – 4:45 PM | Zoom Meeting

Members Present:	Jessica Luedtke (co-chair), Michelle Fischthal, Marne Foster, Andrei Lucas, Margaret Posner, Jesus Rivas, Jackie Sabanos, Katie Serbian, Debi King,
Not Present:	John Bromma (co-chair), Neill Kovrig, Star Rivera-Lacey, Richard Weinroth
Guest:	Rachel Rose
Recorder:	Debi King
AGENDA	
1. Call to Order 3:07 PM	
2. Action Items	
2.1 Approval of Agenda	
CONCLUSION	Motion to approve by Marne, seconded by Katie – motion approved
2.2 Approval of December 14, 2020 Meeting Minutes	
CONCLUSION	Motion to approve by Jesus, seconded by Marne – motion approved with one abstention
3. Information/Discussion Item(s)	
3.1 Progress on Previous Action Items	
INFORMATION	No previous action items
3.2 Annual Integrated Planning progress and next steps	
INFORMATION	<ul style="list-style-type: none"> • Window to request resources ended on December 4th • Operational review workgroup is reviewing requests • Faculty Priority Hiring Committee reviewed requests • Feedback is being organized and will be sent to requesters – they will have two weeks to resolve any errors or omissions based on the comments • Revisions will then go to Administrative Services
3.3 Institutional Strategic Plan Cycle and new Strategic Plan	
INFORMATION	<ul style="list-style-type: none"> • Meetings continue regarding the seven-year strategic planning cycle and timeline to align with the district • Progress has been made with most goals and objectives • Margaret, accreditation planning coordinator, is working on the self-study timeline with PRIE
3.4 Committee report-outs	
INFORMATION	<ul style="list-style-type: none"> • Research Subcommittee – will meet in January regarding the research agenda • Accreditation Subcommittee – cancelled December and January because they are caught up on tasks • Professional Development – met before this meeting; reported out on all the PD currently being offered • Program Review Committee – discussed feedback of PR which has been well-received by all • Classified Senate – starting People’s Choice Awards and Kudos process; professional development • Academic Senate – focusing on distance learning
3.5 SDCE Newsletter Blurb Content and Writer	
DISCUSSION	Committee agreed that blurb should highlight the positive feedback regarding the program review process
3.6 SDCE Discussion/Q&A	
QUESTION/ANSWER	<p>Q: Is there a way to identify and include in Campus Labs which resource requests have been funded in previous years?</p> <p>A: The actual funded resources and tracking is done by department. If the information is not available to the requesting department, they will need research that information either through grant management or through the business office.</p>
4. Adjournment: Meeting adjourned at 4:03 PM	
Next Meeting: February 8, 2021 3:00 – 4:45 PM Zoom Meeting	

Minutes submitted by: Debi King

Minutes approved:

By Committee on 2/8/21