



**Planning and Institutional Effectiveness Committee**

**MINUTES for April 12, 2021 | 3:00 – 4:45 PM | Zoom Meeting**

<b>Members Present:</b>	Jessica Luedtke (co-chair), Lisa Cork, Michelle Fischthal, Marne Foster, Neill Kovrig, Andrei Lucas, Margaret Posner, Jesus Rivas, Star Rivera-Lacey, Jackie Sabanos, Debi King
<b>Not Present:</b>	John Bromma (co-chair), Katie Serbian
<b>Recorder:</b>	Debi King

**AGENDA**

**1. Call to Order 3:03 PM**

**2. Action Items**

**2.1 Approval of Agenda**

<b>CONCLUSION</b>	Motion to approve by Michelle, seconded by Andrei – motion approved
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**2.2 Approval of March 8, 2021 Meeting Minutes**

<b>CONCLUSION</b>	Motion to approve by Jesus, seconded by Lisa – motion approved
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**3. Information/Discussion Item(s)**

**3.1 Progress on Previous Action Items**

<b>INFORMATION</b>	<ul style="list-style-type: none"> <li>• PIE page and meeting schedule was sent to new member, Lisa Cork</li> <li>• No strategic planning blurb in SDCCE newsletter - conversation sessions information sent out instead</li> </ul>
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**3.2 Information: Master Plan Overview**

<b>INFORMATION/ DISCUSSION</b>	<p>PowerPoint was shared with committee describing the project</p> <ul style="list-style-type: none"> <li>• Planning process</li> <li>• Planning conversation sessions</li> <li>• Timeline</li> </ul>
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**3.3 Second May Meeting – Week of May 17**

<b>DISCUSSION</b>	Committee agreed to have a second May meeting on 5/19/2021 (3:00-4:30 PM) to analyze the results of the Community and Student Feedback Surveys and incorporate them in the Strategic Master Plan
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<b>ACTION ITEM</b>	Jessica will schedule meeting and send to committee members
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**3.4 Primary Conversation Categories and Prompts**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• Topic selection discussion:             <ul style="list-style-type: none"> <li>○ Curriculum and Instruction</li> <li>○ Student Support</li> <li>○ Technology and Facilities</li> <li>○ Communication and Collaboration</li> <li>○ Student Equity, Retention, and Persistence</li> <li>○ Institutional Processes and Planning</li> </ul> </li> </ul>
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**3.5 Committee Report Outs**

<b>INFORMATION</b>	<ul style="list-style-type: none"> <li>• Accreditation Sub-Committee - progress report submitted, WASC visit 4/29/2021</li> <li>• Budget – went over tentative budget, Governor’s January projections, went through the resource allocation process with Technology and Safety &amp; Facility committees</li> <li>• Classified Senate / Kudos – working on People’s Choice Awards nominations which will run through the end of April – expanding to include anybody in the institution (faculty, classified, and NANC) and will be given out in May during Classified Appreciation Week</li> </ul>
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**4. Adjournment:** Meeting adjourned at 4:15 PM

**Next Meeting:** May 10, 2021 | 3:00 – 4:45 PM | Zoom Meeting

**2nd May Meeting:** May 19, 2021 | 3:00 – 4:30 PM | Zoom Meeting

**Minutes submitted by:** Debi King

**Minutes approved:**

*By committee on 5/10/2021*