



Planning and Institutional Effectiveness Committee

MINUTES for Monday, May 11, 2020

3:00 – 4:45 PM

Zoom Meeting

Members Present:	Jessica Luedtke (co-chair), Michelle Fischthal (VPI), Marne Foster, David Holden, Neill Kovrig, Jesus Rivas, Richard Weinroth, Esther Matthew for Star Rivera-Lacey (VPSS), Carol Wilkinson, Debi King
Members not Present:	John Bromma (co-chair), Michele Madrid-Novak, Jackie Sabanos (VPA), Katie Serbian
Guests:	
Recorder:	Debi King
AGENDA	
1. Call to Order 3:06 PM	
2. Action Items	
2.1 Approval of Agenda	
CONCLUSION	Motion to approve by Esther, seconded by Neill – motion approved
2.2 Approval of April 13, 2020 Meeting Minutes	
CONCLUSION	Motion to approve by Neill, seconded by Marne – motion approved
3. Information/Discussion Item(s)	
3.1 Progress on Previous Action Items	
INFORMATION	<ul style="list-style-type: none"> • Finish discussion on IEPI completed items • Feedback Survey results are now posted on the PRIE website • John and Neill have successfully collaborated and implemented the “Unsung Heros” (kudos) recognition
3.2 Faculty Priority Hiring Committee feedback on resource allocation (AIP)	
DISCUSSION	<ul style="list-style-type: none"> • Clarify the process for resource requests falling outside of the forms provided <ul style="list-style-type: none"> ○ Resource requests should be prepared for all important needs but can be taken out if they pertain to other funding -requestors would then work with those entities directly (ex: GFU). • Clarify adjunct submissions – some requestors included adjunct, some did not <ul style="list-style-type: none"> ○ Should go through the FTES apportionment from Michelle provides each year (during budget development)
Action Item:	Jessica will follow-up with Michelle to clarify adjunct request process
3.3 Institutional Strategic Action Plan	
INFORMATION	<ul style="list-style-type: none"> • This year PRIE plans to update the action plan as opposed to a statistical analysis <ul style="list-style-type: none"> ○ Focus on the action step level to identify progress ○ objectives are ongoing but may have action steps that close out within it • Informed group of continuous evidence collection process
3.4 IEPI Innovation and Effectiveness Plan	
INFORMATION	<ul style="list-style-type: none"> • All missing areas have been filled in – Jessica reviewed completed items • documentation/evidence was to the visiting PRT team • Marne and Jesus are building out the outcomes database • Clarification in the Internal Communications section: Classified Senate has implemented a People's Choice Award for recognition of outstanding Classified Professional service by peers and others in the campus community beginning in 2018
Action Item:	Jessica will send PIE members a list of all the completed items in the IEPI plan
3.5 Committee report outs	
3.5.1 Districtwide Strategic Planning Committee – will likely be pushing back SP to align with 7-year cycle	
3.5.2 PIE Sub-Committee: Accreditation - committee is about to put out their newsletter	
3.5.3 PIE Sub-Committee: Research – committee is currently trying to determine meeting dates	
3.5.4 Technology Committee – Had a special meeting to provide feedback regarding resource allocation. Last meeting was updating the technology plan with regard to conversion to online and changing focus to that.	
3.5.5 Program Review – committee is trying to close out assessments for PR’s and trying to norm them	
5. Adjournment: Meeting adjourned at 4:41PM	

Next Meeting: 2020/21 meetings: maintain 2nd Monday of Month 3:00-4:45

Minutes submitted by: Debi King

Minutes approved:

By Committee on 9/14/2020