



Planning and Institutional Effectiveness Committee

MINUTES for September 14, 2020 | 4:00 – 5:00 PM | Zoom Meeting

Members Present:	Jessica Luedtke (co-chair), John Bromma (co-chair), Michelle Fischthal (VPI), Marne Foster, Neill Kovrig, Jesus Rivas, Richard Weinroth, Jackie Sabanos (VPA), Andre Lucas, Debi King
Members not Present:	Michele Madrid-Novak, Katie Serbian, Star Rivera-Lacey (VPSS)
Guest:	Claudia Tornsauerfer
Recorder:	Debi King

AGENDA

1. Call to Order 4:03 PM

2. Action Items

2.1 Approval of Agenda

CONCLUSION Motion to approve by Richard, seconded by Neill – motion unanimously approved

2.2 Approval of May 11, 2020 Meeting Minutes

CONCLUSION Motion to approve by Richard, seconded by Andre – motion unanimously approved

3. Information/Discussion Item(s)

3.1 Progress on Previous Action Items

INFORMATION

- Clarification of the adjunct request process
 - confirmed that it will go through FTE allocation as opposed to resource allocation process
- PIE members were sent IEPI plan as requested at previous meeting

3.2 Faculty Updated Integrated Planning Documents and Timeline

INFORMATION

- There are changes to IP since last year
 - Some templates have changed in Campus Labs
 - PR and resource requests have been rolled over in Campus Labs to this year
 - End user can use last year’s resource requests as templates for this year
 - Changes made PR in templates to make some questions ‘update as needed’
 - Some limitations in being able to report 2019 data this year as a result of the PeopleSoft transition
 - Training will be provided by PRIE via CANVAS
 - Materials can be downloaded through CANVAS or PRIE website
- Timeline changes
 - Added separate entries for PCs and then deans to confirm submission
 - Added “review of FAQs for resource requests”
 - Budget allocation timeline is more aligned with that of the District
 - Budgeting process is more transparent to all
- Principals for Prioritizing Resources document
 - Updated each summer with executive leadership then goes to EGC
 - EGC requested “online ecosystem” bullet point be moved to the top
 - “Amplify emergency preparations and readiness” bullet point is new
 - “ICOM academy” bullet point changed from “pilot” to “launch”
 - “Increase student enrollment, retention, and completion” is now focused on “online programming”
 - “Streamline student registration and enrollment process” is new per EGC request
- FAQ document
 - A budget awareness page has been added
 - New processes in Campus Labs
 - Adjunct request information updated to clarify adjunct hours are part of the FTEF allocation and should not be requested via resource request
- Cost sheet – no changes since last year

3.3 Institutional Mid-Cycle Report and Institutional Action Plans Update, Including Stakeholder Input Sessions

INFORMATION

- Faculty Accreditation and Planning Coordinator .3 position pending
- Mid-cycle report is going through vetting
- The Action Plans are being reviewed with the intent of refining based on focus groups and the mid-cycle progress report
- VPs have reviewed the mid-cycle report – going to Renessa and then the President then vetting institution-wide
- Last chapter: “Implementation” in progress – will be updated after 2020/21 Action Plan is final.

3.4 Research Sub-Committee report out and 2020/21 Institutional Research Agenda	
INFORMATION	hold to next meeting
3.5 PIE Framework, Membership, and Meeting Schedule	
DISCUSSION	<ul style="list-style-type: none"> • One open faculty spot
ACTION ITEM	John will check with Matthew Rivaldi regarding the open spot
3.6 Committee report outs	
INFORMATION / DISCUSSION	<p>3.6.1 Districtwide Strategic Planning Committee – not met yet</p> <p>3.6.2 Resource Allocation Committees</p> <ul style="list-style-type: none"> • FPHC – not met yet • Budget – first meeting today • Technology – not met yet • Safety & Facility – not met yet <p>3.6.3 Program Review Committee – not met yet</p> <p>3.6.4 Professional Development – not met yet</p> <p>3.6.5 Academic Senate – not met yet</p> <p>3.6.6 Classified Senate – not met yet</p>
3.7 SDCE Newsletter Blurb Content and Writer	
DISCUSSION	Suggestion to say that the AIP template process will be easier this year – list of examples
5. Adjournment: Meeting adjourned at 5:02 PM	
Next Meeting: October 12, 2020 3:00 – 4:45 PM Zoom Meeting	

Minutes submitted by: Debi King

Minutes approved:

By Committee on October 12, 2020