

Planning and Institutional Effectiveness Committee

MINUTES for October 12, 2020 | 3:00 – 4:45 PM | Zoom Meeting

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| Members Present: | Jessica Luedtke (co-chair), John Bromma (co-chair), Michelle Fischthal (VPI), Marne Foster, Andre Lucas, Jesus Rivas, Star Rivera-Lacey (VPSS), Jackie Sabanos (VPA), Katie Serbian, Richard Weinroth, Debi King |
| Members not Present: | Neill Kovrig |
| Guest: | Claudia Tornsauerfer |
| Recorder: | Debi King |
| AGENDA | |
| 1. Call to Order 3:05 PM | |
| 2. Action Items | |
| 2.1 Approval of Agenda | |
| CONCLUSION | Motion to approve by Marne, seconded by Jesus – motion unanimously approved |
| 2.2 Approval of September 14, 2020 Meeting Minutes | |
| CONCLUSION | Motion to approve by Michelle, seconded by Marne – motion unanimously approved |
| 2.3 Discussion and Approval of 2020/21 Institutional Research Agenda | |
| DISCUSSION | <ul style="list-style-type: none"> • Committee reviewed the new Research Agenda • Jesus explained ongoing and some projects that have been added • Total of thirty projects • Suggestion: add a column that indicates if it's a requirement for a grant and/or accreditation |
| CONCLUSION | Jessica motioned to approve the 20/21 Research Agenda as modified with the grant or other required items in the eighth column– seconded by Star – motion unanimously approved |
| 3. Information/Discussion Item(s) | |
| 3.1 Progress on Previous Action Items | |
| INFORMATION | <ul style="list-style-type: none"> • John asked Matthew Rivaldi to find someone to fill the open spot on PIE, but hasn't heard back yet • Michelle Madrid Novak is no longer on PIE committee • There are now two open spots – faculty and classified |
| ACTION ITEM | John will follow-up with Matthew Rivaldi |
| 3.2 Annual Integrated Planning progress | |
| INFORMATION / DISCUSSION | <ul style="list-style-type: none"> • Previous year PR has been rolled over and this year only requires update as opposed to comprehensive • Some members indicated that people are overwhelmed by the task of program review <ul style="list-style-type: none"> ○ Group discussed that program review is a requirement ○ PIE should communicate what AIP is for and how the information is used by CE (grants, program planning, student needs, etc.) • Discussion - comparing CE's program review cycles and that of other institutions • Suggestion – make sure that faculty knows there are different requirements from year to year • PRIE is working on a graphic clarifying the process in the seven-year cycle |
| 3.3 Institutional Mid-Cycle Report and Institutional Action Plans Update, Including Stakeholder Input Sessions | |
| INFORMATION | <ul style="list-style-type: none"> • Mid-cycle Progress Report writing is near completion • Stakeholder input sessions included Curriculum Committee, Academic Senate, Classified Senate, office manager group, students, management • There will be a request for comments posted with the report on PRIE website during institutional review • Report will go to EGC, the Board, and District Governance Council for approval • Will be submitted to ACS WASC in the spring |
| 3.4 Committee report-outs | |
| INFORMATION | <ul style="list-style-type: none"> • Budget –goals for the year • Technology – plans for the year and renewed membership • Safety & Facility – campus police and risk management attended – discussed campuses • Professional Development – addressed items from focus groups, will be identifying gaps • Program Review Committee – same items discussed in this meeting • Academic Senate – some conversation about continuing with “kudos” – no decision yet |

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| 3.5 SDCE Newsletter Blurb Content and Writer | |
| DISCUSSION | Program Review Committee to come up with something about this year PR is only an update |
| ACTION ITEM | Communicate in the blurb that this year is an update year |
| 4. Adjournment: Meeting adjourned at 4:32 PM | |
| Next Meeting: November 9, 2020 3:00 – 4:45 PM Zoom Meeting | |

Minutes submitted by: Debi King

Minutes approved:

By Committee on 11/9/2020