



Planning and Institutional Effectiveness Committee

MINUTES for November 9, 2020 | 3:00 – 4:45 PM | Zoom Meeting

Members Present:	Jessica Luedtke (co-chair), John Bromma (co-chair), Michelle Fischthal (VPI), Marne Foster, Margaret Posner, Jackie Sabanos (VPA), Star Rivera-Lacey (VPSS), Katie Serbian, Andre Lucas, Richard Weinroth, Debi King
Not Present:	Neill Kovrig, Jesus Rivas
Guest:	Rachael Rose
Recorder:	Debi King
AGENDA	
1. Call to Order 3:06 PM	
2. Action Items	
2.1 Approval of Agenda	
CONCLUSION	Motion to approve by Richard, seconded by Marne – motion unanimously approved
2.2 Approval of October 12, 2020 Meeting Minutes	
DISCUSSION	Question and clarification regarding precise wording of item 3.2 (<i>“some” vs. “many” people overwhelmed by the task of program review</i>) – wording remains as-is
CONCLUSION	Motion to approve with addition of action item regarding SDCE Newsletter blurb by Jessica, seconded by Katie – motion unanimously approved
3. Information/Discussion Item(s)	
3.1 Progress on Previous Action Items	
INFORMATION	Committee reviewed the graphic illustrating the annual integrated planning and accreditation cycle from the PRIE newsletter sent to CE
3.2 Welcome New Member	
INFORMATION / DISCUSSION	New PIE member, Margaret Posner, Accreditation and Planning Coordinator was introduced to committee - members introduced themselves to Margaret
3.3 Annual Integrated Planning progress	
INFORMATION / DISCUSSION	<ul style="list-style-type: none"> • New information, training materials, and timeline are available on the AIP webpage, and CANVAS shell <ul style="list-style-type: none"> ○ Program review, requests for resources, and budget information • This year is an update only, requiring less time <ul style="list-style-type: none"> ○ member indicated that while easier, it is still burden and a struggle for faculty ○ member indicated that to program chairs it didn't <i>“feel like an update”</i> and isn't easier • Communicate that program review informs the strategic plan and resource allocation • A large impact was that Covid situation called for flexibility and many changes • Support and office hours are provided by PRIE
3.4 Institutional Mid-Cycle Progress Report, Institutional Action Plans	
INFORMATION	<ul style="list-style-type: none"> • Addition of twelve new action steps – came out of focus groups and communicated as institutional priority <ul style="list-style-type: none"> ○ Focus groups included various stakeholders: facilities, faculty, classified professionals, students, and management team • Mid-Cycle was posted for institutional review <ul style="list-style-type: none"> ○ Request for governance committees to provide comments
3.5 Committee report-outs	
INFORMATION	<ul style="list-style-type: none"> • Budget – discussed resource allocation process and the faculty desire to understand and see the Cares Act funding and how it's been distributed and how a possible second wave will be distributed • Professional Development – discussed leadership brief assessing the needs PD of faculty and classified • Program Review Committee – summary of administrative and instructional reviews already submitted, survey that goes out after program review an integrated planning is complete, working on communication • Academic Senate – haven't discussed “kudos” with Classified Senate yet
3.6 SDCE Newsletter Blurb Content and Writer	
DISCUSSION	Suggestion: encouragement to program chairs regarding program review
4. Adjournment: Meeting adjourned at 4:27 PM	
Next Meeting: December 14, 2020 3:00 – 4:45 PM Zoom Meeting	

Minutes submitted by: Debi King

Minutes approved:

By Committee on December 14, 2020