

**Minutes of the Planning & Institutional Effectiveness (PIE) Committee Meeting
May 20, 2015**

Corinna Evett and Aaron Voelcker, Co-Chairs

Attendance: Joyce Wagner, Mary Walker, Pat Hall, Rudy Frias, Rudy Tjiptahadi, Mary Mettler, Roberta Tragarz, Scott Howell, Steven Deeley, Craig Nance, Aracely Mora, Alice Ho,

Santiago Canyon College
Mission Statement

Santiago Canyon College is an innovative learning community dedicated to intellectual and personal growth. Our purpose is to foster student success and to help students achieve these core outcomes: to learn, act, communicate and think critically. We are committed to maintaining standards of excellence and providing an accessible, a transferable, and an engaging education to a diverse community.

AGENDA ITEM	DISCUSSION	TASKS/FOLLOW-UP
1. Welcome		
2. Announcements	None	
3. Reports from Governance Committees	Budget Committee: Peter Hardash will be reporting to the Board about the 2015-2016 Budget and how he sees the District Budget. John Weispfenning is optimistic that, if the Governor's budget goes through, we would have enough funds to pay off our \$1.5 budget deficient.	
4. Approval of May 6, 2015 minutes Approval of April 15, 2015 minutes		Both sets of minutes were approved by the committee.
6. Annual Committee Evaluation Form	<p>The form was projected on a screen and the committee completed the form during the meeting:</p> <p>Mission:</p> <p>The committee strives to implement fair and equitable processes in its prioritization practices.</p> <ul style="list-style-type: none"> • Yes, we make sure everyone feels they are being treated fairly • Our rubric was developed but is it fair and equitable? <p>Major Accomplishments:</p>	<p>Add striving to be fair and equitable.</p> <p>Major accomplishments were approved.</p>

- Developed and revised the prioritization rubric
- Completed an entire planning cycle, which includes the PIE prioritization for the 2015-2016 academic year
- Developed a Resource Request Form;
- Developed and revised a Facilities Need Request Form
- **Developed and disseminating a Planning and Resource Allocation Survey; Analyzed and evaluated the results of the survey;**
- **Assessed and evaluated the SCC planning cycle and process;**
- Reviewed and recommended the committee's first grant proposal to College Council
- Made conscientious efforts to improve communication college-wide
- The committee has created a collegial group dynamic where all members freely voiced diverse perspectives.
- The committee regularly holds thoughtful and engaging discussions.

Actions Pending:

- ~~Continue to fulfill committee responsibilities~~
- ~~Focus more on the institutional effectiveness component of planning; recommending a vision for future planning~~
- We ROCK! And we accomplished all of our responsibilities this year. YIPPEE US!

Challenge

- The college community is overworked.
- To mitigate we: Reviewed and changed committee meeting frequency, reviewed the Year at a Glance document to consider other college deadlines in order to spread out workloads, and created a survey to evaluate college-wide opinion on what the college community thought about the planning workload.
- Budget uncertainty and insufficient funding
- To mitigate this, we will continue to work with the Budget Committee to explore categorical funding options, and we also recommended line items budgets to College Council
- We had a "Noah's Ark" list in that the requests that were prioritized were from such varied categories that it was difficult to compare them for prioritizing purposes
- To mitigate this, we revised the process to include separate lists with like requests for prioritization
- When the budget is booming, how do we combine the separate lists so as to create a single list for general monies funding?

	<ul style="list-style-type: none"> • We will continue our discussion of how to mitigate this next year. • Actually prioritizing requests, assigning rubric scores was a challenge. • Doing what • Assess and evaluate the college’s progress toward meeting its goals • Work with EMPC to see how to approach this in the future. <p>Recommendation:</p> <ul style="list-style-type: none"> • We encourage ASG, Classified Hawks, Management Council, Academic Senate, and College Council to create a shared vision for • SCC that will assist in guiding the focus of and planning for the college. • We recommend that there be an opportunity for all constituents to come together to discuss a shared vision for SCC that will assist in creating a unified focus for and guiding the planning for the college. Perhaps this forum could be provided in accordance with the writing of the next SCC Education Master Plan. <p>Evidence:</p> <ul style="list-style-type: none"> • Review, Joint Chairs; College Council, Academic Senate, EMC, Technology Committee, Honors Committee, Continuing Education Leadership, EMPC, CIC, Student Success & Equity, Budget, agenda and minutes for standing reports from PIE. • See the PIE Committee website for additional materials and documents. • Year at a Glance • Resource Request Form • Facility Need Request Form • Planning Flow Chart • JFacility Need Flow Chart • PIE Prioritization Rubrics • Authorization to Apply for a Grant Request Form and Instructions 	
<p>7. Committee Assignment and Workload Survey</p>	<p>Fall meetings: 7 Spring: 8 Summer: 0 Members: 21 official members and 9 attending members</p> <p>3. A. 15 minutes B. 15 C. Preparation for presentations (homework) prior D. 90 minutes E. 15</p>	

	Homework items mentioned above: Resource request ranking, survey compilation, data collection, reviewing survey results, and form, creation, evaluation and revision	
8. Discuss and Make Any Resource Request Form Revisions	Tabled	
9. Discuss Any Rubric Revisions	Tabled	
10. Update Year at a Glance Document	Tabled	
11. Questions/Others		
Next meeting	The meeting was adjourned at 4:55 p.m. Wednesday, June 3, 2015, 3:30 – 5:00 p.m., E-206	