

**Minutes of the Planning & Institutional Effectiveness (PIE) Committee Meeting
March 1, 2017
Michael DeCarbo and Aaron Voelcker, Co-Chairs**

Attendance: Steven Deeley; Ruth Babeshoff, Elizabeth Elchlepp, , Eric Hovanitz, Joe Geissler, Alice Ho, Lacey Hedenberg, Joyce Wagner; Marilyn Flores, , Rosalba Hernandez, Arlene Satele
Abdul Isira

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		
3. Reports from Governance Committees	<ul style="list-style-type: none"> • EMPC <ul style="list-style-type: none"> A. EMPC goals are on the PIE website B. The Education Master Plan document will go through collegial governance process through Spring 17. • COLLEGE COUNCIL <ul style="list-style-type: none"> A. Reviewed surveys and will have information on vacant positions • POE <ul style="list-style-type: none"> A. Strategic Plan presented at Monday Board meeting • FACILITY & SAFETY <ul style="list-style-type: none"> A. District safety reported an increase in accidents and near-accidents between cars and pedestrians due to texting, running stop signs, and speeding. B. ADA work undergoing in several parking lots and Walk of Champions C. Food bank is being placed near athletic fields D. Smart sprinkler controls will prevent watering occurring when raining 	

	<p>E. On-campus unisex restrooms will be noted with signage</p> <ul style="list-style-type: none"> • STUDENT SERVICES <ul style="list-style-type: none"> A. State Chancellor’s Office has released the template for 2 year SSSP/BSI/Student Equity integrated plan due December 2017 • BUDGET <ul style="list-style-type: none"> A. Budget Committee met on 2/21/17 and reviewed the State budget which appears to be status quo B. SCC is right on track 	
<p>4. Approval of December 7, 2016, minutes</p>		<ul style="list-style-type: none"> • The minutes were approved without dissent (moved by Joe Geissler and seconded by Eric Hovanitz).
<p>5. Follow-up on Recommendation from Education Master Planning Committee</p> <ul style="list-style-type: none"> • Assessing Progress Toward Achieving Stated Institutional Goals 	<ul style="list-style-type: none"> • Embed tracking of progress through an annual report • How do we want to address this responsibility? • EMPC has addressed this in the past but also a PIE responsibility • Tracking or mapping 35 activities from EMPC as suggested by Governance Committees • Should PIE design a template or form for reporting, tracking, or mapping? • Could we research how other colleges are tracking their progress? • Does it have to include documentation as extensive as Accreditation? Answer: We can determine the level of documentation. • Responsible parties need to operationalize the action items. • Send the EMPC Goals and ask them to operationalize the action items and assess each item. • PIE will be the warehouse for the report. 	<ul style="list-style-type: none"> • PIE Chairs will contact responsible parties to identify operational action items with columns for: 2016/2017 2017/2018 2018/2019, 2019/2020, 2020/2021 2021/2022 and provide additional and specific instructions.
<p>6. Incorporating Governance Committee Originated Resource Requests into the Prioritization Process</p>	<ul style="list-style-type: none"> • When we send out the 2017/2018 resource requests, submitters should send: <ul style="list-style-type: none"> A. to the appropriate committee, if needed B. directly to the appropriate College Vice President to be submitted to PIE C. A Task Force that does not report to a committee should send their resource requests to Cabinet • List of Committees and to whom their requests should be directed: <p>Academic Senate Vice President, Academic Affairs CIC Academic Senate Distance Ed. Vice President, Academic Affairs PIE Cabinet SS&E Vice President, Student Services</p>	<ul style="list-style-type: none"> • Place on agenda for next meeting • How do committees make resource requests? An email will go out from College Council. • It may be best to include in the Collegial Governance Handbook • Recommendation – evaluate our process and forms – will go out in April and discussed in May

	<p>Technology Comm. Vice Presidents, Admin. Svs. & Academic Affairs Facilities/Safety Vice President, Administrative Service EAR Vice President, Academic Affairs Honors Vice President, Academic Affairs EMPC Cabinet Enrollment Mgmt. Vice President, Academic Affairs Budget Vice President, Administrative Services Scholarship Vice President, Student Services Professional Dev. Cabinet Accreditation Cabinet College Council Cabinet Web Comm. Technology Committee</p>	
<p>7. 2016-2017 Prioritization for 2017-2018 Resource Allocation</p> <ul style="list-style-type: none"> • Process and Timeline • Electronic Vote 		<ul style="list-style-type: none"> • Due March 15, 2017 by 5:00 p.m. • To Arleen by March 17; goes to Steven Deeley and then Budget Committee, which meets the following Tuesday. • Discussion and finalized list at the next meeting
<ul style="list-style-type: none"> • Questions/Other 	<ul style="list-style-type: none"> • The suggestion was made to meet on the 5th Wednesday of March, March 29, 2017, instead of 1st Wednesday in April, April 5, 2017. 	<ul style="list-style-type: none"> • Aaron will send a survey to the Committee Members to vet the possibility.
<p>Next meeting</p>	<ul style="list-style-type: none"> • The meeting was adjourned at 4:29 p.m. • <u>Wednesday, April 5, 2017, 3:00 to 4:30, E-206</u> 	