

Minutes of the Planning & Institutional Effectiveness (PIE) Committee Meeting
Michael DeCarbo & Aaron Voelcker, Co-Chairs
June 3, 2020

Attendance: Darlene Diaz, Steven Deeley, Scott Sakamoto, Roberta Tragarz, Jose Vargas, Rudy Tjiptahadi, Seth Daugherty, Scott James, Marilyn Flores, Syed Rizvi, Lacy Hedenberg, Craig Rutan

Absent: Rosalba Hernandez, Ivan Zambrano, Arleen Satale, Corinna Evett

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, to act, to communicate and to think critically. We are committed to maintaining standards of excellence and providing the following to our diverse community: courses, certificates, and degrees that are accessible, applicable, and engaging. (12/4/17)

AGENDA ITEM	DISCUSSION	TASKS/FOLLOW-UP
1. Welcome		
2. Announcements	.	
3. Reports from Governance Committees	<ul style="list-style-type: none"> • <i>Academic Senate:</i> <ul style="list-style-type: none"> ○ Michael DeCarbo reported the Fall 2020 requirements to teach online were presented. ○ June 15th, is the deadline for faculty to notifying their administrator of the method of instruction for their Fall 2020 courses. • <i>Education Master Plan Committee:</i> <ul style="list-style-type: none"> ○ Roberta Tragarz reported the EMPC will continue to review programs and have conversation via Zoom for Fall 2020. • <i>Curriculum & Instruction Council:</i> <ul style="list-style-type: none"> ○ Darlene Diaz reported that the 2020-2021 Catalog proof has been sent-out and requested that the PIE members ask those in their areas to check their rea/program information in the catalog for accuracy. <ul style="list-style-type: none"> ▪ Please send a screenshot of corrections. ○ New emergency policies for P/NP, online drop policy, and language for academic renewal will be added to the 2020-2021 catalog underneath the normal policy language and the emergency policies have also been added to the addendum 	<ul style="list-style-type: none"> • Michael DeCarbo recommended adding a member of the Student Conduct Committee to PIE and examining the Technical Committee membership,

<p>4. Approval of May 6, 2020 Minutes</p>	<ul style="list-style-type: none"> The May 6, 2020 minutes were reviewed. 	<ul style="list-style-type: none"> Darleen Diaz moved that the minutes be approved, the motion was seconded by Syed Rizvi, and the minutes were unanimously approved.
<p>5. Guidance Document Development Plan for Request for Authorization to Apply for a Grant Process</p>	<ul style="list-style-type: none"> A document offering guidance for completing the request for authorization to apply for a grant was requested by Corinna Evett, at the May 6, 2020 meeting. <ul style="list-style-type: none"> Aaron suggested that: <ul style="list-style-type: none"> a PIE member draft the document the PIE Committee review and vet the draft document Michael reminded the Committee that the document must include the step requiring a resolution of support from Academic Senate 	<ul style="list-style-type: none"> Roberta Tragarz reported that Corinna Evett asked her to share with the Committee that she volunteered to work on the draft. <ul style="list-style-type: none"> If anyone else would like to join Corinna, please notify Aaron.
<p>6. Planning and Resource Allocation Process Survey (2020) Results</p> <p>a. Modifications to Resource Request Form and Process</p>	<ul style="list-style-type: none"> There were 80 survey responses; 12 of the 80 respondents had completed a Resource Request Form. <ul style="list-style-type: none"> More weight is given to responses from those who have completed a Resource Request form. The responses were reviewed and were overall, positive.. Roberta requested that the Resource Request Form not be in pdf format so that is it easier to view. <ul style="list-style-type: none"> Darlene questioned whether or not eLumen had the capability for faculty to type in a non-pdf Resource Request Form which could be stored, which would provide continuity for new administrators and faculty. <i>Discussion:</i> How eLumen could accommodate the PIE process, beginning with faculty being able to complete the Resource Request Form in eLumen. <i>Discussion:</i> Administrative Services' Resource Request Forms are at a disadvantage due to their area not having program reviews and outcomes. <ul style="list-style-type: none"> Aaron suggested a demonstration of how information is extracted from the resource request form to compile the prioritized list, at the first Fall 2020 PIE meeting. <i>Discussion:</i> Addressing the lack of classified and students serving on the PIE committee. 	<ul style="list-style-type: none"> Craig Rutan and Darleen Diaz volunteered to revise the Resource Request Form. Aaron Voelcker will be sending an email with the results of the Planning and Resource Allocation Survey: <ul style="list-style-type: none"> To thank those who responded to the Planning and Resource Allocation survey <p>To notify all that a new Resource Request Form is being planned but that they will be using the current Resource Request Form for 2020-2021.</p>

	<ul style="list-style-type: none"> • <i>Discussion:</i> The possibility of creating a short video about the PIE process using the flowchart as a base. <ul style="list-style-type: none"> ○ Aaron suggested including a graphic to identify the types of funding. 	
7. Questions/Other	<ul style="list-style-type: none"> • The annual PIE Committee Survey was reviewed and completed. 	.
Next meeting	<p>The meeting adjourned at 4:33 p.m.</p> <p>Fall 2020 meetings to be announced.</p>	