



**Agenda  
Planning & Institutional Effectiveness (PIE)  
Committee Meeting  
Wednesday, 2 March 2016  
3:30 p.m. – 5:00 p.m., Room E-206**

1. Welcome: Happy Spring Semester!
2. Announcements
3. Reports from Governance Committees
4. Approve 2 December 2015 Minutes
5. Discuss the 2015-2016 PIE Committee Prioritization Rankings for 2016-2017 Funding
6. Compile a 2015-2016 PIE Committee Prioritization Rankings for 2016-2017 Funding list to forward to the SCC Budget Committee for Review
7. Discuss the A-204 Reconfiguration Facility Needs Form
8. Review and Discuss the Request for Authorization to Apply for a Grant for the Basic Skills and Student Outcomes Transformation Program
9. Questions/Other

**Next Meeting: 6 April 2016**

**For that meeting, please consider the following:**

- Re-evaluate Budget Committee Recommendations
- Re-evaluate 2015-2016 PIE Committee Prioritization Rankings for 2016-2017 Funding List Order
- Consider Questions for SCC PIE College Wide Planning Evaluation Survey

**Minutes of the Planning & Institutional Effectiveness (PIE) Committee Meeting  
December 2, 2015  
Corinna Evett and Aaron Voelcker, Co-Chairs**

**Attendance:** Lucy Carr-Rollitt, Steven Deeley, Elizabeth Elchlepp, Joe Geissler, John Hernandez, Rosalba Hernandez, Alice Ho, Eric Hovanitz, Scott Howell, Mary Mettler, Aracely Mora, Maureen Roe, Arleen Satele, Rudy Tijtahadi, Roberta Tragarz, Joyce Wagner, Mary Walker

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
<b>1. Welcome</b>		
<b>2. Announcements</b>	None	
<b>3. Reports from Governance Committees</b>	<p><u>EMPC:</u> making progress on environmental scan; will present updates at spring flex</p> <p><u>Technology Committee/Alice Ho:</u></p> <ul style="list-style-type: none"> <li>• at last meeting, technology requests were discussed and committee completed ranking</li> </ul> <p><u>Budget Committee:</u></p> <ul style="list-style-type: none"> <li>• expenditures are in line with projections</li> </ul> <p><u>Joint Chairs:</u></p> <ul style="list-style-type: none"> <li>• completed Rankings; some confusion; not all had been prioritized</li> </ul> <p><u>Facilities Committee:</u></p> <ul style="list-style-type: none"> <li>• have an ADA teacher station in SC building; encouraged people to see new model</li> </ul>	
<b>4. Approval of Nov. 11, 2015 minutes</b>	Jill 1; Lucy 2 Approved unanimously	

<p><b>5. First Reading of the Authorization to Apply for a Grant for Renewing Communities: California Pathways from Prison to Postsecondary Education (Mary Walker)</b></p>	<p>Discussion about and suggested changes:</p> <ul style="list-style-type: none"> <li>• Add “Facilities provided by OCSD/Probation may count as match”</li> <li>• Question about Student Equity funds as a match; added “May come from” as this was the language in the grant</li> <li>• P/T support staff – issue of ongoing person and bumping rights in the future; could change to Short-Term but there is a limit on how long he/she could work;</li> <li>• Would like departments contacted now to make sure they agree to participate.</li> <li>• Need to check “Department Chairs of Department Impacted by Project:</li> </ul>	<p>Mary will:</p> <ol style="list-style-type: none"> <li>1. Speak to Jose Vargas how to resolve P/T support staff.</li> <li>2. Contact department chairs/coordinators and ask for input/approval for grant</li> <li>3. Make recommended changes and email to Co-Chairs by end of week</li> </ol>
<p><b>6. Review PIE Documents</b></p>	<ol style="list-style-type: none"> <li>a. Priority Groupings and PDF Packets:</li> <li>b. Priority Rubric with Color Coding Representing Priority Groupings Discussion: <ol style="list-style-type: none"> <li>a. explained color-coding and organization of rubric-asked for feedback; do we want departments color-coded?</li> <li>b. we need to maintain a broader, general perspective – might be better to not color-code</li> <li>c. co-chairs will send out requests by category for ranking</li> <li>d. suggested sending alphabetically by title of request so as not to pre-prioritize</li> <li>e. Arlene- will we need clarification for the award notice to begin purchase;</li> <li>f. Department will be identified upon selection; example of how final rankings were prioritized, PIE committee to look at broader needs of institution</li> <li>g. Whom do we represent?; Discussion about committee members being comfortable with role on PIE;</li> </ol> </li> <li>c. Prioritization Process <ol style="list-style-type: none"> <li>a. Virtual and independent review and ranking requests in late January</li> <li>b. Submit final independent rankings by the end of February for discussion at the March 2<sup>nd</sup> meeting</li> </ol> </li> </ol>	

<p><b>7. Practice using rubric with 8 categories</b></p>	<ul style="list-style-type: none"> <li>• Aaron demonstrated rubric and prioritizing a request using example from last year's requests</li> <li><u>Timeline:</u></li> <li>• End of November- requests due from departments/committees to VPs</li> <li>• End of January – requests due from VPs to PIE</li> <li>• Aaron will send categorized requests to PIE committee with deadline as soon as possible; trying to give 3-4 weeks for PIE to review and rank requests</li> <li>• Aaron is requesting requests be submitted in a particular format</li> </ul>	<p>Aaron will notify VPs of format to submit requests. Aaron will notify PIE members the deadlines for reviewing requests and submitted ranking sheet</p>
<p><b>Next meeting</b></p>	<p>Wednesday, March 2, 2016, 3:00 p.m. – 4:30 p.m., E-206</p>	

## Santiago Canyon College Facility Need Form

Please submit a separate Santiago Canyon College Facility Need Form for each request you make.

Once you complete this form, please submit it to the Facilities Committee Co-chairs.

**1. FACILITY NEED (FN) TITLE:**

A204 Reconfiguration

**2. REQUESTOR NAME/GROUP:**

Arleen Satele

**3. REQUESTOR PHONE:**

84717

**4. DEPARTMENT/DIVISION/UNIT ASSOCIATED WITH SPACE:**

Publications/Administrative Services

**5. REASON FOR REQUEST (Please provide a brief narrative explaining why you are making this request as well as the immediate and/or long term impact this request will have on your program or in your area.):**

We would like to reconfigure the work area for duplicating and facilities staff in order to provide more efficiency and better customer service.

**6. AS RELATES TO THE DEPARTMENT/DIVISION/UNIT ASSOCIATED WITH THE SPACE, HAVE ALL OF THE FOLLOWING BEEN ADVISED OF THE REQUEST?**

Department Chair

Division Dean

Vice President

Facilities Committee Co-chairs

**7. FACILITY NEED REQUEST TOTAL COST (Please provide supporting cost documentation for this facility need request):**

One time cost: \$ 25,000

Ongoing (annual) cost: \$ \_\_\_\_\_

Total one time and ongoing cost: \$ 25,000

If funding is required, please follow the [Resource Request Process Flowchart](#) and [Timeline](#). If funding is not required, please follow the [Facility Need Process Flowchart](#) any time throughout the academic year.

**8. CHECK THE FOLLOWING THAT APPLY TO THE SPACE:**

Office       Classroom       Combo: Office & Classroom       Other (Please specify):

**GIVE A BRIEF DESCRIPTION OF YOUR FACILITY NEEDS:**

Relocate the copier and mailroom within A204 and provide adequate and more efficient work space for the three staff members currently housed there.

**9. CHECK THE FOLLOWING NEEDS FOR YOUR SPACE:**

Technology (Please specify):

Furniture (Please specify):      3 work stations, but will use existing furniture

Equipment (Please specify):

Other (Please specify):      Dedicated electrical outlet for copy machine will need to be installed in the new copier location.

**10. IS THIS FACILITY NEED:**

Associated with a program?      Yes  No

If yes, please provide explanation:

Associated with a grant?      Yes  No

If yes, please provide explanation:

Legally mandated? Legally Mandated is defined as that which is required to be in compliance with federal, state, or local laws and regulations.      Yes  No

If yes, please provide explanation:

A replacement need?      Yes  No

If yes, please provide explanation:

Addressing a known or new Safety Need? A Safety Need is defined as an environment that will eliminate or prevent hazards to person or property.      Yes  No

If yes, please provide explanation:

**11. WHEN WAS THE FIRST TIME THAT YOU SUBMITTED THIS FACILITY NEED (i.e. in a DPP, Program Review, or Prioritization Request?)**

FALL       SPRING       YEAR 2015

**12. HOW DOES THIS REQUEST SUPPORT [SANTIAGO CANYON COLLEGE'S MISSION](#)?**

By making the office efficient for the department staff, we will be providing support for the faculty to foster student success.

**13. LIST ALL SCC GOALS THAT THIS REQUEST SUPPORTS. (See [Educational Master Planning Document](#))**

Goal #3 - Promote an integrated approach to supporting student success

Goal #5 - Support faculty in offering high quality instruction to students in the classroom and online

Goal #7 - Maintain the facilities infrastructure

**14. SELECT ONE OF THE SCC GOALS THAT YOU FEEL MOST RELEVANT TO YOUR FACILITY NEED AND PROVIDE AN EXPLANATION AS TO HOW YOUR REQUEST SUPPORTS THE SELECTED [GOAL](#):**

Goal #7 - Maintain the facilities infrastructure.

**15. LIST THE [FACILITIES MASTER PLAN](#) PRIORITIES THAT THIS FACILITY REQUEST SUPPORTS.**

This reconfiguration will allow Administrative Services to 1) maximize the functional space in A204 and 2) improve efficiency/utilization of facilities.

**16. IF YOU COMPLETE A YEARLY DEPARTMENT PLANNING PORTFOLIO (DPP), PROVIDE EVIDENCE THAT THIS FACILITY NEED IS IN YOUR UNIT'S DPP. CUT AND PASTE THE SPECIFIC AREAS FROM THE DPP THAT RELATE DIRECTLY TO THIS REQUEST.**

After review of the space usage in A204, it was determined that the area can be reconfigured to be more efficient for the three personnel and to accommodate the various office functions.

**17. PROVIDE EVIDENCE THAT THIS FACILITY NEED IS IN YOUR PROGRAM REVIEW. CUT AND PASTE THE SPECIFIC AREAS FROM THE PROGRAM REVIEW THAT RELATE DIRECTLY TO THIS REQUEST.**

N/A

**18. IF YOU COMPLETE OUTCOMES ASSESSMENT, CUT AND PASTE THE EVIDENCE FROM YOUR SUBMITTED OUTCOMES ASSESSMENT REPORTS THAT RELATE DIRECTLY TO THIS REQUEST AND PROVIDE A RELATED EXPLANATION OF HOW THE DATA SUPPORTS YOUR REQUEST.**

N/A

**Request for Authorization to Apply for a Grant  
College Council  
Santiago Canyon College**

**1. GENERAL INFORMATION:**

Project Title: Basic Skills and Student Outcomes Transformation Program

Project Initiator: Maureen Roe

Project Administrator: Marilyn Flores

Project Coordinator: Maureen Roe

Grantor Agency: California Community Colleges Chancellor's Office

Grantor Agency Deadline for Proposal: March 25, 2016

Funding Period: FY 15/16, FY 16/17, FY 18/19

**2. PROJECT DESCRIPTION/PLAN:**

Estimated grant amount: \$1.5 million

Match required: Yes  No

Estimated match amount: \_\_\_\_\_

In-kind/Cash match requirement: Yes  No

Where will funds for match originate? \_\_\_\_\_

Comments about match: \_\_\_\_\_

**3. WHAT ARE THE PROJECTED FACILITIES REQUIREMENTS, IF ANY, AND HOW WILL THEY BE MET? AS A REMINDER, IF THE GRANT CALLS FOR FACILITY REQUIREMENTS AND SHOULD THIS GRANT REQUEST BE APPROVED, YOU SHOULD FORWARD A FACILITY NEED FORM TO THE FACILITIES COMMITTEE.**

There are no facilities requirements.

**4. ANTICIPATED PROJECT PERSONNEL:**

Position Needed	FTE	Hourly	Existing/New	Funded Match In-Kind	Stipend or Release Time
Faculty Leads			Existing		Stipend/Release
Adjunct Faculty		X	Existing		
Consultants – experts in the field of acceleration, contextualized teaching and analytical/research models			As needed per expertise		



**Is the Project Coordinator involved in any other grants (i.e. manager/coordinator or participant). If so, what amount of release time does she/he receive for the other grant participation?**

Maureen Roe receives 4.0 LHE as the BSI Facilitator and 3.0 LHE as Writing Center Coordinator through the Basic Skills Initiative Grant.

**5. CURRICULUM (PROGRAM/COURSE)IMPACT:**

Part of this grant involves activities that include curricular redesign. Some of these curricular changes have already been approved through CIC; others are in the process and more will be submitted in the areas of English, math, reading and potentially ABE and CTE areas.

**6. IMPLICATIONS FOR THE COLLEGE/DISTRICT:**

- **How does this project relate to the mission of the college?**

The college mission includes a focus on innovative instruction for our diverse learners, including those in basic skills, CTE, or transfer-level courses. The project will provide the college an opportunity to “transform” our teaching and learning strategies through the implementation of evidence-based practices.

- **How does this project relate to the goals and objectives of the college?**

This project is directly related to many of the college goals (2a., 2b., 3a., 10a., 10b.) but more specifically with our efforts to “align the college curriculum to focus on student completion of pathways,” and “support faculty development in the areas of innovative pedagogies and curriculum design.” This project is primarily focusing on improving teaching and learning through innovative course redesign and services in an effort to increase completion of student pathways. In addition, the project will provide faculty and staff with dedicated resources, materials and professional development to support curricular changes.

- **How does this project relate to the goals and objectives of the program to which the grant relates?**

The grant will fund activities required by grant applicants in the areas of multiple measures, co-requisite models, acceleration, contextualized instruction and integrated instruction with student services.

- **Where is the need for this project identified in the related program’s/unit’s EMP/DPP/Program Review?**

The overarching goals for all of the programs and departments involved include increasing student success, retention and persistence, decreasing student time in remediation and strengthening student pathways. These goals are reflected in the program’s/unit’s EMP/DDP/Program Review for English, Reading, Math, Counseling and ABE.

- **Will this project impact other departments/programs/units? Yes  No**

- **If yes, identify which department/program/unit and explain how you plan to include them in the planning process.**

Those disciplines and/or departments involved have participated in professional development workshops during FLEX and most recently have attended the grant workshop for this specific grant.

- **Please list each department, the chair(s) to whom you spoke and whether or not the faculty in the department are willing to participate in the proposed project.**

- Department English Chair(s) Elizabeth Elchlepp Willing to Participate Yes  No
- Department Math Chair(s) Laney Wright Willing to Participate Yes  No
- Department Reading Chair(s) Amy Freese (Facilitator) Willing to Participate Yes  No
- Department Counseling Chair(s) Jennifer Coto Willing to Participate Yes  No

- Department ABE/CE Chair(s) Jolene Shields/Christine Gascon Willing to Participate Yes  No

- How will project facilities requirements, if any, be met?

There are no facilities requirements.

**7. LONG TERM IMPLICATIONS FOR THE COLLEGE/DISTRICT:**

- When funding ends, will this project be institutionalized? Yes  No
- If so, what is the estimated cost to fund this project? n/a
- If not, what will happen to this project and the personnel involved with it? (NOTE: Any personnel hired in accordance with the grant will have bumping rights [per contractual obligation] upon the conclusion of the grant. In addition, if any tenured or non-tenured track faculty are to be hired in accordance with the grant, the proposal should also be presented to the Academic Senate for Santiago Canyon College.)

No new personnel will be hired. All existing faculty and staff will be reassigned or compensated for duties. Consultants will be used for outside expertise and phased out at the conclusion of the grant.

**8. HAVE THE FOLLOWING BEEN ADVISED OF THIS PROPOSAL?**

- Academic Senate President     CIC Chair     Department Chair(s) of Department Impacted by Project
- EMP Committee Co-chairs     RSCCD Research & Grants office
- PIE Committee Co-Chairs

**9. Operational Signatures: (Obtain signatures in the order below)**

\_\_\_\_\_  
Project Initiator: Date

\_\_\_\_\_  
Project Administrator: Date

\_\_\_\_\_  
Vice President: Date

**10. Recommendations:**

Planning & Institutional Effectiveness Committee Recommendation: Yes  No

Date: \_\_\_\_\_

Academic Senate President Recommendation: Yes  No

\_\_\_\_\_  
Academic Senate President: Date

College Council Recommendation: Yes  No  Date: \_\_\_\_\_

**11. Final Approval:**

\_\_\_\_\_  
College President: Date