

**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> Aaron – 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>• Alice – 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>• Steve – 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>• Arlene - 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 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. Discussed Priority Rubric with Color Coding Representing Priority Groupings as follows: <ol style="list-style-type: none"> <li>a. Pros and cons of color-coding</li> <li>b. Corinna- suggested sending alphabetically by title of request so as not to pre-prioritize</li> <li>c. Need clarification for the award notice to begin purchase and how departments are notified</li> <li>d. 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>Aaron will send out requests by category for ranking</p>
<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> </ul> <p><u>Timeline:</u></p> <ul style="list-style-type: none"> <li>• End of November- requests due from departments/committees to VPs</li> <li>• End of January – requests due from VPs to PIE</li> </ul>	

	<ul style="list-style-type: none"> <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 t submit requests.</p> <p>Aaron will notify PIE members the deadlines for reviewing requests and submitted ranking sheet</p>
<b>Next meeting</b>	Wednesday, March 2, 2016, 3:00 p.m. – 4:30 p.m., E-206	