

Minutes of the Planning & Institutional Effectiveness (PIE) Committee Meeting
Michael DeCarbo & Aaron Voelcker, Co-Chairs
October 2, 2019 (Approved 11/6/19)

Attendance: Darlene Diaz, Steven Deeley, Scott Sakamoto, Roberta Tragarz, Corinna Evett, Lacy Hedenberg, Alexander Pham (Student rep), Rosalba Hernandez, Marilyn Flores, Arleen Satele. Lana Wong, Jose Vargas, Rudy Tjiptahadi, Ivan Zambrano, Syed Rizvi

Absent: Scott James

Guest: Joseph Alonzo

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	<ul style="list-style-type: none"> Alexander Pham, the new PIE student representative was introduced. 	
3. Reports from Governance Committees	<ul style="list-style-type: none"> College Council: There was a discussion about creating a summary report as a method of making governance committee information more available. Academic Senate: Michael DeCarbo reported that the PIE flow chart was approved at the last meeting. 	
4. Approval of September 4, 2019 Minutes		<ul style="list-style-type: none"> The minutes of September 4, 2019 were approved (moved by Roberta Tragarz and seconded by Darlene Diaz), without dissent.
5. Requests for Authorization to Apply for a Grant a. Approval: I. SSS STEM TRIO GRANT	<ul style="list-style-type: none"> Syed reported that due to the RFA being delayed, there may a limited turn-around time for submitting both the SSS STEM TriO grant and the 	

<p>II. SSS For Veterans TRiO Grant</p> <p>b. Informational: SSS General TRiO Grant Renewal</p>	<p>SSS for Veterans TRiO. Syed supplied the following information about both <i>Requests for Authorization to Apply for a Grant</i>:</p> <ul style="list-style-type: none"> ○ The information on these two requests is the same information from the last grant application for this grant, with the following exception: <ul style="list-style-type: none"> ➤ The Facilities section is not detailed as tutoring and office space for the coordinator has not been determined to be available. • This is a preview of both Requests and may not move forward pending facilities being available to house tutoring and office space for the coordinator. • Corinna Evett requested that all departments/units impacted by the Grant be listed on page 4. • A motion was made to approve a first reading by email to enable a second email at the November 6, 2019 meeting. • This is a five-year grant that will fund 25% of the current Director’s position, expand the Student Service Specialist position to 40 hours, and hire a Student Services Coordinator 5-year grant • There are no changes to this grant, which has previously been approved. • A motion was made to waive the second reading of this grant. 	<ul style="list-style-type: none"> • The motion was approved (moved by Syed Rizvi and seconded by Corinna Evett), without dissent. • The motion was approved (Corinna Evett moved and Marilyn Flores seconded), without dissent.
<p>6. Update on Resource Request Process Flowchart and 2019-2020 Year at a Glance</p>	<ul style="list-style-type: none"> • The flow chart, revised by PIE in May 2019, has been approved by Senate and College Council and posted on the PIE website. • The flow chart revisions required changes to the Year at a Glance chart and that document was also updated on the PIE website. 	<p>.</p>
<p>7. Questions/Others</p>	<ul style="list-style-type: none"> • Aaron requested that the Resource Request form button which transmits the form to Aaron be revised so it is submitted but that the submitter be required to make a copy and submit to Division Office. <ul style="list-style-type: none"> ○ A motion was made to approve this revision to the Resource Request form. • Aaron will send an email (to whom?) with the following information: <ul style="list-style-type: none"> ○ Updated website with revisions ○ The new request resource form noting that the old form will be accepted this year 	<ul style="list-style-type: none"> • The motion was approved (Corinna Evett moved and seconded by Steven Deeley), without dissent.

	<ul style="list-style-type: none"> ○ Notification that, if there is software required for a resource request, it must be submitted to ITS • Jose Vargas report that there are different grant practices at RSCCD and SAC; and notified PIE that OEC received a \$375,000 grant that District applied for without notifying Vice President Vargas. 	
Next meeting	<ul style="list-style-type: none"> • The meeting was adjourned at 3:59 p.m. <p>Wednesday, November 6, 2019, 3:00 to 4:30 p.m., E-206</p>	