

**Minutes of the Planning & Institutional Effectiveness (PIE) Committee Meeting**  
**Craig Rutan & Aaron Voelcker, Co-Chairs**  
**November 4, 2020**

**Attendance:** Joanne Armstrong, Seth Daugherty, Steven Deeley, Lacy Hedenberg, Rosalba Hernandez, Scott James, Syed Rizvi, Scott Sakamoto, Arleen Satele, Martin Stringer, Roberta Tragarz, Aaron Voelcker,

**Absent:** Corinna Evett, Nathan Yi

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"> <li>• COVID-19 testing will be held Thursday, November 5<sup>th</sup> in front of the gym. It is no cost but does require insurance. Registration is required. Going forward we are working on Wednesdays.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
3. Reports from Governance Committees	<ul style="list-style-type: none"> <li>• <i>Budget Committee:</i> <ul style="list-style-type: none"> <li>• After three months, the college budget is on track</li> <li>• Meeting time has been moved up to accommodate members. Meet the third Tuesdays at 3:15 p.m.</li> </ul> </li> <li>• <i>Technology Committee:</i> <ul style="list-style-type: none"> <li>• We have updated our Technology Master Plan. It has gone out to committee members for review and will be forwarded to the Senate for their review at their next meeting.</li> <li>• We discussed the “preferred name field” for students to update their own name                             <ul style="list-style-type: none"> <li>• The technology is available, however there may be several barriers to allowing students to change their own name.</li> <li>• It will be an automated process</li> </ul> </li> </ul> </li> <li>• <i>Student Success &amp; Equity Committee:</i> <ul style="list-style-type: none"> <li>• Meeting was postponed due to campus evacuations</li> </ul> </li> </ul>	

- *Student Conduct:*  
We are gearing towards starting to set up modalities on the training sessions on the subjects that were identified by the survey that we conducted.
  
- *Enrollment Management Committee:*
  - We discussed goal 6, strategy 6B and the development of guiding principles for class cancellations, etc.
  - We will be putting a recommendation forward to the Academic Senate after our December meeting.
  
- *Educational Master Plan Committee:*
  - We continued conversation about program review
  - Six more departments presented. All program reviews are posted on the Master Planning Committee web page under the conversations link in the left-hand column.
  
- *Distance Education:*
  - The Business Education Committee advocated for taking the Remote Blended (RB) designation to removing that designation and which would convert the RB to hybrid classes and which would require a full certification to teach these classes. The Senate voted to adopt that amendment with an additional resolve to support our faculty teaching RB without certification if they have a mentor.
  - We discussed the (CVC) California Virtual Campus, once called the OEI. They have been giving our system access to technology tools during the COVID emergency. They have come out with a memo for the consortium tools they would be supporting. Some significant tools are going away. Canvas will be supported.
  - They will be giving us a canvas help line that is chat-based.
  - They have extended Zoom.
  - That does leave us exposed in a few areas: Pronto, Proctorio, and Cranium Café.
  - They are still negotiating a contract with Cranium Café but that expires on December 31<sup>st</sup>.
  - The memo has been forwarded to our Dean of Counseling and other deans to come up with another solution.

4. Approval of October 7, 2020 Minutes	<ul style="list-style-type: none"> <li>The October 7, 2020 minutes were reviewed and a motion made to approve.</li> </ul>	<ul style="list-style-type: none"> <li>Martin Stringer moved that the October 7, 2020 minutes be approved, the motion was seconded by Arlene Satele. The minutes were approved with one member abstaining.</li> </ul>
5. Resource Request Process Revisions Task Force	<ul style="list-style-type: none"> <li>The task force did meet and went through the request form question by question to determine whether it makes sense to have some of the questions on here and adjustments for clarity. Aaron reviewed these points and the concurrent changes.</li> <li>A discussion ensued regarding the ratio on question 11. It was determined that a checkbox should be added to indicate “please verify that you have viewed the mission and that your resource request is in support of the mission.”</li> </ul>	<ul style="list-style-type: none"> <li>Aaron will incorporate said changes and send them to the committee members for approval at the December meeting.</li> </ul>
6. Recommendation for Institution Set-Standards and Stretch Goals	<ul style="list-style-type: none"> <li>The ACCJC sent a letter indicating that on the report for 2020 and 2019 we had not identified Stretch Goals.</li> <li>Aaron reviewed each goal with the committee.</li> <li>Discussion ensued about what level should be set for Institution Set-Standards and what we should set our Stretch Goals at.</li> <li>It was recommended to set the Standard and Stretch Goals as follows: <ul style="list-style-type: none"> <li>Successful Course Completion – Set Standard at 63% with Stretch Goals set at 74%</li> <li>Certificates Earned – Set Standard at 950 with Stretch Goals set at 3000</li> <li>AS Degrees Earned – Set Standard at 1,000 and Stretch Goals set at 2,400</li> <li>Transfers – Leave the Standard at 650 and Stretch Goals at 2,000</li> <li>Licensure Exam Pass Rates - Standard at 70% and the Stretch Goals at 80%.</li> <li>Employment Rates Standard at 68% and the Stretch Goals at 80%.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Craig moved to adopt these recommendations to the Academic Senate and Steven seconded the motion.</li> </ul>
7. Questions/Other	Craig: Congratulations to all the Dodger fans on winning the World Series!!!	
Next meeting	Wednesday, December 2, 2020, 3:00 to 4:30 p.m.	