

Minutes of the Planning & Institutional Effectiveness (PIE) Committee Meeting
September 18, 2013
Corinna Evett and Aaron Voelcker, Co-Chairs

Attendance: Joe Geissler, Craig Nance, Martin Stringer, Roberta Tragarz, Lana Wong, Rudy Tjiptahadi, Craig Rutan, Aracely Mora, Steven Deeley, Scott Howell, Corinna Evett, Aaron Voelcker, Leigh Ann Unger, Mary Mettler, Steve Kawa

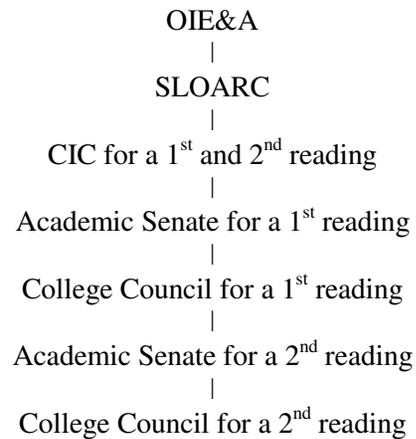
Absent: Nena Baldizon-Rios

Mission Statement

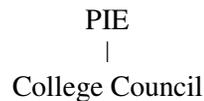
Santiago Canyon College is an innovative learning community dedicated to intellectual and personal growth. Our purpose is to foster student success and to help students achieve these core outcomes: to learn, act, communicate and think critically. We are committed to maintaining standards of excellence and providing an accessible, a transferable, and an engaging education to a diverse community.

AGENDA ITEM	DISCUSSION	TASKS/FOLLOW-UP
1. Welcome	Corinna asked the members to introduce themselves.	
2. Meeting Format	Corinna shared that the PIE meetings will use <i>Robert's Rules of Order</i> and may be more formal than other committee meetings. The plan is to send committee members the information prior to the meetings so that there can be rich discussion during the meeting.	
3. Website	Aaron noted that there will be a PIE website but that it might not be available until next year. The website will be representative of the work of the committee, including posting of agendas and minutes.	Aaron asked the committee members to let him know what they would like the website to include.
4. History of PIE	Corinna provided a short history of PIE. The idea for a Planning and Institutional Effectiveness Committee grew out of an Academic Senate discussion regarding an Accreditation recommendation. An Academic Senate resolution was passed to initiate a PIE committee which the College Council approved.	
5. Governance Structure/Flow of Communication	<p>Craig Rutan is serving on the PIE committee in two capacities, as the college Curriculum and Instruction Council (CIC) Chair and the Enrollment Management Committee (EMC) co-chair. There was discussion regarding committee members having a double role and a double vote.</p> <p>Leigh Ann suggested that it should be up to the EM Committee if they want Craig to represent them or if they want to send a designee.</p> <p>The members will develop the identity of the PIE Committee and set the processes, including developing a rubric for resource allocation.</p>	Craig Nance moved that the EM Committee be allowed to make the decision on Craig serving on the PIE Committee on their behalf. The motion was seconded by Lana Wong . The motion was unanimously passed.

The current process for the Office of Institutional Effectiveness and Assessment, for example, is:



Suggested process:



Collegial governance committees normally report to the Academic Senate.

Discussion:

Craig Rutan: The faculty representatives of the Academic Senate have a responsibility to inform the Senate of the outcome of PIE meetings.

Lana Wong: How does technology get funded?

Aracely Mora: That is the function of the Budget Committee. Lana is speaking of things which are institutional. The Budget Committee will have to review computer leases. Relative to the budget, it is important that there is a commitment of information flow.

Corinna offered an example of how technology is funded: The faculty supported the purchase of Turnitin. The Academic Senate passed a resolution in support of the purchase and College Council approved.

Lana: Is the DPP the place to address new technology requests?

	<p>Corinna: Technology was left out of the prioritization Plan and the PIE Committee will address this loss.</p> <p>Aracely: We need to make this work for us so decisions can be made to eliminate the redundancy. The EMP should come directly to PIE.</p> <p>Corinna: The Committee should think about EMP and its' place on the Collegial Governance Framework chart.</p> <p>Aracely: The PIE Committee needs to take the pieces and tie them up so that folks know the process. This group has to make it work</p>	<p>Craig Nance moved that PIE should report to College Council. The motion was seconded by Steve Kawa. The motion was unanimously passed.</p>
6. Responsibilities	<p>Responsibilities need to be approved by College Council. A preliminary list includes:</p> <ul style="list-style-type: none"> • Mission Statement – what are the goals? May be found in the 15 goals of the Education Master Plan and action items. • How do we decide which requests are funded and which are not? The Committee decides what we want to consider. <p>Joe Geissler: Will prioritized lists come from other committee?</p> <p>Aaron: Taskstream will act as a repository to sort the requests.</p>	<p>Committee members were asked to look at a list of responsibilities and send revisions to Corinna and Aaron.</p>
7. Mission Statement		<p>Committee members were asked to look at the provided example mission statements and send their recommendations to Corinna and Aaron.</p>
8. Questions/Other	PIE Committee Annual Goals for 2013-2014	<p>Committee members were asked to send recommendations for annual goals</p>
Next meeting	<p>Upcoming Deliverables: Due Wednesday, October 2, 2013:</p> <ul style="list-style-type: none"> • Mission Statement Feedback/Suggestions • Revisions or Additions to Committee Responsibilities • Recommendations for PIE Committee 2013-2014 Goals 	
Next meeting:	The next meeting will be Wednesday, October 2, 2013, 3:30 p.m., E-206	