

**Minutes of the Planning & Institutional Effectiveness (PIE) Committee Meeting
October 2, 2013
Corinna Evett and Aaron Voelcker, Co-Chairs**

Attendance: Joe Geissler, Craig Nance, 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, Jose Vargas, Rudy Frias

Absent: Nena Baldizon-Rios, Martin Stringer

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
1. Welcome & Approval of Minutes of September 18, 2013	Members who were unable to attend the initial September 18, 2013, meeting were introduced.	Leigh Ann moved to approve the minutes; Craig Nance seconded the motion; the minutes were unanimously approved.
2. Governance Framework Document	<p>The current Collegial Governance Framework Chart was projected on a screen. Aaron shared that once the Chart was finalized it would appear on the PIE website and be available in an interactive format with appropriate links.</p> <p>Discussion and Questions:</p> <p><i>Craig Rutan:</i> Why is Facilities and Technology listed below EMP and Budget? <i>Corinna:</i> The item placement was decided in College Council with the idea that showing that planning is tied to budget visually would facilitate planning. <i>Lana Wong:</i> Program review is a process to evaluate and find weaknesses in order to go forward. DPPs can change year by year. Where do I get data? What is the process for requests? Where do technology requests articulate from? <i>Corinna:</i> Looking at this Chart, what is missing? <i>Mary Mettler:</i> Financial Aid, Admissions and Registration and Counseling. <i>Jose Vargas:</i> I know the process to request full-time faculty through Academic Senate but is there a similar process for requesting part-time faculty, supplies, classified, administration positions? <i>Joe Geissler:</i> What are the PIE goals? We should have a yearly plan with priorities and a baseline. <i>Steve Kawa:</i> In 2007-2008, the non-salary budget was \$9 million; today it is \$5.6 million</p>	<p>Placed on whiteboard:</p> <p>Student Services /Classified/Non-full-time faculty/Supplies (new dollars)</p> <p>Areas lost/ line items; are they replaced? Do</p>

	<p><i>Aracely:</i> Our highest priority is the schedule. We went \$1 million in the red with the schedule last year.</p> <p><i>Joe Geissler:</i> We have to have a system that evolves. We are all here to support what goes on in the classroom.</p>	<p>they compete for new dollars?</p> <p>Where do committees obtain requests?</p> <p>One comprehensive plan that integrates Facilities Master Plan, Technology Master Plan with the Education Master Plan?</p> <p>Do we get back what is lost? Do we have a new direction? How do we determine that direction?</p> <p>PIE Goals: Yearly plan Priorities Baseline – that looks forward</p> <p>Unit based priorities before requests are sent to POE.</p>
<p>3. PIE Mission Statement</p>	<p>Aaron asked if a task force was needed to address a final draft; to develop a mission statement, and responsibilities.</p> <p>Discussion:</p> <p><i>Aracely:</i> Funding needs to be separate from planning.</p> <p><i>Corinna:</i> Should we include grants?</p> <p><i>Craig Rutan:</i> If the grant requires institutionalizing positions, this needs to be considered in planning and for budget.</p> <p><i>Craig Rutan:</i> Not all resources are financial.</p> <p><i>Jose:</i> Budget should be from another group. If PIE doesn't endorse a request, is there a back door or does the request die? If PIE grants a request, does it go to the Budget Committee?</p> <p>PIE Mission Statement: <i>As Santiago Canyon College's central planning committee, the Planning and Institutional Effectiveness Committee is charged with reviewing all requests for resource allocation and making recommendations to the College Council.</i></p>	<p>Review was done by the committee.</p> <p>Placed on whiteboard:</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Rubric • Evaluation • Grants <p>Craig Rutan moved to approve the PIE Mission Statement; Joe Geissler seconded; the motion was unanimously approved.</p>
<p>4. Responsibilities</p>	<p><i>Corinna:</i> Planning documents will be fleshed out in the processes and rubric. The goal is for new committee members and those outside the committee to have an understanding of the responsibilities and to provide a history of the intent of the Committee. PIE responsibility is to make recommendations to</p>	<p>CORINNA: Please edit this for clarity and accuracy: <i>Corinna</i> will send the information on PIE responsibilities to members for an electronic vote.</p>

	College Council, where decisions are made.	
5. Goals	PIE Goals: Yearly plan Priorities Baseline – that looks forward	
6. Philosophy Statement	Jose Vargas: A philosophy statement is for the students. It keeps us grounded and explains the why. Aracely: Everything should be tied back to student achievement. Leigh Ann: We should determine a planning flow. The interim plan was improved from last year. Corinna: Look at the dates for the budget planning cycle.	.
7. Questions/Others/		.
Next meeting:	The next meeting will be Wednesday, October 16, 2013, 3:30 p.m., E-206	Upcoming Deliverables: <ul style="list-style-type: none"> • Request Process Feedback/Suggestions (What is being requested and to whom it ought to be requested)