Minutes of the Planning & Institutional Effectiveness (PIE) Committee Meeting
February 18, 2015
Corinna Evett and Aaron Voelcker, Co-Chairs

Attendance: Roberta Tragarz, Steven Deeley, Scott Howell, Alice Ho, Joe Geissler, Mary Mettler, John Hernandez, Leigh Ann Unger, Craig Nance, Joyce Wagner, Mary Walker, Arleen Satele, Aracely Mora, Rudy Frias

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		
2. Announcements		
3. Reports from Governance Committees	Budget Committee: Budget status is going to College Council. There was a question and a discussion relative to SCC not being responsible for the safety and security expenses of $450,000	
4. Approval of December 3, 2015 Minutes		The minutes were approved without dissent (moved by Steven Deeley and seconded by Craig Nance), with one correction.
5. Discuss Any Questions About Resource Requests	Discussion: Leigh Ann: There are 68 requests to review and we won't be funding down through 52. Aaron: There may be alternate funding available that we may not be aware exists. Aracely: People put a great deal of time and effort into preparing and submitting the requests. As a Committee, we decided that we would review all of the requests.	

	With the rubric visible on the overhead screen; Aaron: The yellow highlighted items have been funded but they were not removed from the list. Discussion followed on how to use the rubric: • Do not adjust the order so averages can be run • John Hernandez suggested adding a notation on credit/non credit • Aaron will add color-coding for each area of the four areas: Academic Affairs, Administrative Services, Continuing Education, and Student Services	Committee members will submit their final spreadsheets to Aaron and Corinna by **Monday, February 23, 2015.**
6. Discuss Committee Submitted Questions for the SCC PIE College Wide Planning Evaluation Survey	PIE Questions: Corinna: Do you want a process question? This was asked by the Accrediting team. Discussion of questions followed: Aracely: The Joint Chairs have a lot of questions about the process. Corinna: Have PIE members taken the survey to their shared governance committees and spent time completing the survey? Craig Nance: I would suggest narrowing down the survey questions and sending them in batches. Scott Howell: Yes, I would agree to take the survey to the committee rather than sending out a survey. Aaron: What is the purpose of the survey? • To make sure that everyone is aware of the process or to solicit their opinion of the process? A motion was made to create a sub-group from PIE to create a survey document. Discussion of the sub-group make-up followed:	The motion was passed unanimously (moved by Aracely; seconded by Leigh Ann Unger). Three-four member sub-group randomly chosen was passed. Sub –group members who volunteered: Aracely Mora Scott Howell Rudy Tjiptahadi/Leigh Ann Unger Joyce Wagner requested that the sub-group meeting days and times be emailed to her.

	There are two points-of-view on the make-up of the sub-group: • three – four members based on knowledge and expertise. • Representatives based on constituencies A vote was taken on the make-up of the sub-group.	
7. Questions/Others		
8. Adjourned Next Meeting	The meeting was adjourned at 4:40 p.m. March 4, 2015, 3:30 to 5:00 p.m., Room E-206	