

**Minutes of the Planning & Institutional Effectiveness (PIE) Committee Meeting  
May 20, 2015**

**Aaron Voelcker, Co-Chair**

**Attendance:** Joyce Wagner, Mary Walker, Pat Hall, Rudy Frias, Rudy Tjiptahadi, Mary Mettler, Roberta Tragarz, Scott Howell, Steven Deeley, Craig Nance, Aracely Mora, Alice Ho, 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	None	
3. Reports from Governance Committees	Budget Committee: Peter Hardash will be reporting to the Board about the 2015-2016 Budget and how he sees the District Budget. John Weispfenning is optimistic that, if the Governor's budget goes through, we would have enough funds to pay off our \$1.5 budget deficient.	
4. Approval of May 6, 2015 minutes Approval of April 1, 2015 minutes	Tabled	
6. Annual Committee Evaluation Form	<p>The form was projected on a screen and the committee completed the form during the meeting:</p> <p>Mission:</p> <p>The committee strives to implement fair and equitable processes in its prioritization practices.</p> <ul style="list-style-type: none"> <li>• Yes, we make sure everyone feels they are being treated fairly</li> <li>• Our rubric was developed but is it fair and equitable?</li> </ul> <p>Major Accomplishments:</p>	<p>Add striving to be fair and equitable.</p> <p>Major accomplishments were approved.</p>

- Developed and revised the prioritization rubric
- Completed an entire planning cycle, which includes the PIE prioritization for the 2015-2016 academic year
- Developed a Resource Request Form;
- Developed and revised a Facilities Need Request Form
- Developed and disseminating a Planning and Resource Allocation Survey; Analyzed and evaluated the results of the survey;
- Assessed and evaluated the SCC planning cycle and process;
- Reviewed and recommended the committee's first grant proposal to College Council
- Made conscientious efforts to improve communication college-wide
- The committee has created a collegial group dynamic where all members freely voiced diverse perspectives.
- The committee regularly holds thoughtful and engaging discussions.

Actions Pending:

- We ROCK! And we accomplished all of our responsibilities this year. YIPPEE US!

Challenge

- The college community is overworked.
- To mitigate we: Reviewed and changed committee meeting frequency, reviewed the YaG document to consider other college deadlines in order to spread out workloads, and created a survey to evaluate college-wide opinion on what the college community thought about the planning workload.
- Budget uncertainty and insufficient funding
- To mitigate this, we will continue to work with the Budget Committee to explore categorical funding options, and we also recommended line items budgets to College Council
- We had a "Noah's Ark" list in that the requests that were prioritized were from such varied categories that it was difficult to compare them for prioritizing purposes
- To mitigate this, we revised the process to include separate lists with like requests for prioritization
- When the budget is booming, how do we combine the separate lists so as to create a single list for general monies funding?
- We will continue our discussion of how to mitigate this next year.
- Actually prioritizing requests, assigning rubric scores was a challenge.
- Doing what

	<ul style="list-style-type: none"> <li>• Assess and evaluate the college’s progress toward meeting its goals</li> <li>• Work with EMPC to see how to approach this in the future.</li> </ul> <p>Recommendation:</p> <ul style="list-style-type: none"> <li>• We encourage ASG, Classified Hawks, Management Council, Academic Senate, and College Council to create a shared vision for</li> <li>• SCC that will assist in guiding the focus of and planning for the college.</li> <li>• We recommend that there be an opportunity for all constituents to come together to discuss a shared vision for SCC that will assist in creating a unified focus for and guiding the planning for the college. Perhaps this forum could be provided in accordance with the writing of the next SCC Education Master Plan.</li> </ul> <p>Evidence:</p> <ul style="list-style-type: none"> <li>• Review, Joint Chairs; College Council, Academic Senate, EMC, Technology Committee, Honors Committee, Continuing Education Leadership, EMPC, CIC, Student Success &amp; Equity, Budget, agenda and minutes for standing reports from PIE.</li> <li>• See the PIE Committee website for additional materials and documents.</li> <li>• YaG</li> <li>• Resource Request Form</li> <li>• Facility Need Request Form</li> <li>• Planning Flow Chart</li> <li>• JFacility Need Flow Chart</li> <li>• PIE Prioritization Rubrics</li> <li>• Authorization to Apply for a Grant Request Form and Instructions</li> </ul>	
<p>7. Committee Assignment and Workload Survey</p>	<p>Fall meetings: 7  Spring: 8  Summer: 0  Members: 21 official members and 9 attending members</p> <p>3. A. 15 minutes  B. 15  C. Preparation for presentations (homework) prior  D. 90 minutes  E. 15</p> <p>Homework items mentioned above: Resource request ranking, survey compilation, data collection, reviewing survey results, and form, creation, evaluation and revision</p>	

8. Discuss and Make Any Resource Request Form Revisions	Tabled	
9. Discuss Any Rubric Revisions	Tabled	
10. Update Year at a Glance Document	Tabled	
11. Questions/Others		
<b>Next meeting</b>	The meeting was adjourned at 4:55 p.m. Wednesday, June 3, 2015, 3:30 – 5:00 p.m., E-206	