

**Minutes of the Planning & Institutional Effectiveness (PIE) Committee Meeting
September 7, 2016
Michael DeCarbo and Aaron Voelcker, Co-Chairs**

Attendance: Ruth Babeshoff; Marilyn Flores; Maureen Roe; Elizabeth Elchlepp; Joe Geissler; Lacy Hedenberg; Rosalba Hernandez, Alice Ho, Joyce Wagner; Abdul Isira (for Jose Vargas), Marilyn Flores

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	<p>Academic Senate:</p> <ul style="list-style-type: none"> • working on the faculty prioritization list <p>CIC:</p> <ul style="list-style-type: none"> • Is Community Services a part of this process? <p>Answer: No. Community Services is self-funding.</p>	
4. Approval of May 4, 2016 minutes		<p>1st: Elizabeth Elchlepp 2nd: Joseph Geissler Approved with two abstains: Ruth Babeshoff and Elizabeth Elchlepp</p>
5. Review SCC Mission; PIE Committee Mission, Responsibilities, and Membership	<p><u>SCC Mission:</u> use of the word, <i>transferable</i>, questioned. Accreditation site team felt it had dual meanings-transfer credits/transfer skills – that is intentional</p> <ul style="list-style-type: none"> • Suggestion: Move <i>transferable</i> to end of list • Last evaluated the Mission Statement in 2015 <p><u>PIE Committee:</u> Mission Responsibilities:</p> <ul style="list-style-type: none"> • Bullet Point #1: “Review all college planning documents . . .” to Consult all college planning documents . . .” 	

	<ul style="list-style-type: none"> • Suggestion: Committee members will review responsibilities before next meeting and then offers revisions • Bullet Point #3: Discussion: use of the word contraction • Bullet Point #4: Where is the form <i>Request for Authorization to Apply for a Grant</i> available? Answer: On the College Council webpage • Bullet Point #6: Done late in the spring semester every year; information used to adjust process • Bullet Point #7: Both PIE and EMPC access progress <p>Membership:</p> <ul style="list-style-type: none"> • Update: Dean, Institutional Effectiveness, Library & Learning Resources • Update: Student Success and Equity Committee 	
<p>6. Discuss PIE Prioritization Process</p> <p>a. Year at a Glance document</p> <p>b. Prioritization groups: Instructional and Non-Instructional Supplies, Equipment, and Technology, Personnel, and Contract Services</p>	<p>Add to Webpage:</p> <ul style="list-style-type: none"> • Enrollment Management Plan • SSSP Plan • Basic Skills Initiative Report • Process for faculty hiring • <i>Request for Authorization to Apply for a Grant</i> form <p>Year at a Glance</p> <ul style="list-style-type: none"> • Due dates are a guideline so that the process flows properly • Facilities, technology and safety – due by October for a November deadline to prioritize • People and things due by November • May need to be revised for Joint Chairs; requests start at the department level to division and then to Joint Chairs; last year, Joint Chairs had to schedule a special meeting • Absolute deadline for all requests: End of November • Who communicates these due dates to the college community at large? Answer: Year at a Glance document is sent to the entire college community at the end of the academic year to begin planning for next academic year Suggestions: Send the Year at a Glance again at beginning of academic year, as well. • Year at a Glance: recommends that departments and service areas update their DPP as needed in May to begin planning for upcoming academic year 	

	<ul style="list-style-type: none"> The process requires requesting resources a year ahead; until you receive a decision on requests for the current year, you may not know what resources are needed for the following year 	
7. Discussion item: PIE Prioritization Rubric revisions	<ul style="list-style-type: none"> Rubric and scoring component 	<ul style="list-style-type: none"> Review rubric to determine if it should be revised Aaron will send last years' rubric to committee members and final scores
8. Questions/Other		
Next meeting	<p>The meeting was adjourned at 4:35 p.m.</p> <p>Wednesday, October 5, 2016, 3:00 – 4:30 p.m., E-206</p>	