

**Minutes of the Planning & Institutional Effectiveness (PIE) Committee Meeting
November 2, 2016
Michael DeCarbo and Aaron Voelcker, Co-Chairs**

Attendance: Ruth Babeshoff; Maureen Roe; Elizabeth Elchlepp; Joe Geissler; Rosalba Hernandez; Alice Ho; Joyce Wagner; Abdul Isira for Jose Vargas); Steven Deeley; Roberta Tragarz; Eric Hovanitz; Marilyn Flores; Alice Ho; Thanh Vo (ASG/PIE Senator), Cassandra Cheung (ASG)

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	The ASG/PIE Senator, Thanh Vo, was introduced, and an ASG representative, Cassandra Cheung.	
2. Announcements	None	
3. Reports from Governance Committees	<p>Facilities & Safety Committee (Eric Hovanitz):</p> <ul style="list-style-type: none"> • New committee name (formerly the Facilities Committee) • Food Bank opened next to the athletic food services area • The remodel of B 207 and 208, paid with CTE funding, was completed. <p>Technology Committee (Alice Ho)</p> <ul style="list-style-type: none"> • Staff computer report was provided • District Technology Plan under review, as will be the SCC Technology Plan. <ul style="list-style-type: none"> • Joyce Wagner asked a question on behalf of Kathy Moore relative to prioritizing instructional technology vs. non-instructional technology; specifically, which category would be used for classroom printers Answer: Arlene Satele offered an 80% use in the classroom vs. 20% non-classroom use as the criterion for determining the designation as instructional technology. 	Michael DeCarbo asked the Committee members to talk to their constituents who are serving on these committees to make sure they are doing their due diligence.

<p>4. Approval of October 5, 2016 minutes</p>		<p>1st: Steven Deeley 2nd: Eric Hovanitz</p> <p>The Committee approved the minutes.</p>
<p>5. PIE Prioritization Rubric and Rubric Formula Revisions</p>	<p><i>PIE Prioritization Rubric:</i></p> <ul style="list-style-type: none"> • Question: Does the Committee approve the structure of the rubric? • Question: How was the order of placement of the criteria on the rubric determined: Answer: Order of priority placement of priorities on the rubric matches the order on the resource request form. <p>Discussion: How do you determine whether an item has a 0, 1, or 2 priority?</p> <ul style="list-style-type: none"> • Revision <ul style="list-style-type: none"> 1 – Yes or Generally Addresses Need 2 – Specifically Addresses Need <p><i>Rubric Formula Revisions</i></p> <p>Discussion: Difficulty in ranking using the rubric and philosophically accepting that a #1 for one department requesting Kleenex might be prioritized over a #1 for one department requesting test tubes for instruction.</p> <p>The committee agreed to adjust the formula weight given to Unit Ranking from a 27.5-point gap to a 7-point gap.</p>	<p>Ruth moved to approve the structure of the rubric; Satele 2nd</p> <p>Committee approved</p>
<p>6. Budget Recommendation for Unspent IELM funds</p>	<p>\$50,000 was earmarked for computer from IELM funding; but Strong Workforce picked up some of this expense; there is \$19,000 left from IELM funding that can be used to fund IELM approved requests.</p> <p>Move to approve spending the \$19,000 on items #69, 70, 71, 74 , and, if funding allows, #78</p>	<p>Michael moved; Marilyn Flores seconded.</p>
<p>7. Review of Request for Authorization to Apply for a Grant Form</p>	<p>Tabled</p>	
<p>8. Annual Committee Evaluation Follow-up Survey: https://www.surveymonkey.com/r/D7YRBLM</p>	<p>The Committee completed the online survey</p>	

<p>9. Follow-up on recommendation from Education Master Planning Committee</p> <ul style="list-style-type: none"> Assessing Progress Toward Achieving Stated Institutional Goals 	<p>Tabled</p>	
<p>10. PIE Committee Membership/Representation</p>	<p>Tabled</p>	
<p>Next meeting</p>	<p>The meeting was adjourned at 4:40 p.m. Wednesday, December 7 , 2016, 3:00 – 4:30 p.m., E-206</p>	