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

Attendance: Steven Deeley; Ruth Babeshoff, Elizabeth Elchlepp, Maureen Roe, Roberta Tragarz, Eric Hovanitz, Joe Geissler, Alice Ho, Lacey Hedenberg, Joyce Wagner; Marilyn Floes, Arleen Satele, Rosalba Hernandez, Abdul Isira

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	Technology Committee: • Finished ranking technology resource requests • Number of students impacted not included - Information gathered on front end rather than back end Facilities and Safety • Finished prioritizing resource requests in two hours	
4. Approval of November 2, 2016, minutes		The minutes were approved without dissent (moved by Steven Deeley and seconded by Eric Hovanitz), with one correction.
5. Review of Request for Authorization to Apply for a Grant Form	Discussion: • Multiple revisions were suggested by Committee members	The form will be revised by Aaron and presented to the Committee.
6. PIE Committee Membership Representation	• Science faculty wanted the Committee notified that because of the lab component of their courses, they are prevented from serving on PIE.	It was suggested that the Chairs could send a designee. Science faculty are welcome to attend any of the meeting

7. Governance Committee Originated Resource Requests	• This year there were issues with the order of submitting resource requests, and to whom. • There was a timeline problem for governance committees initiating requests for Facilities & Safety and Technology.	Chairs: For 2017-2018, if you are originating resource requests make sure that you get the Facilities, Safety and Technology requests by end of October as outlined in the *Year at a Glance.* Facilities & Safety and Technology Committees meet the third week of November to prioritize.
8. Follow up on Recommendation from Educational Master Planning Committee • Assessing Progress toward Achieving Stated Institutional Goals	• The Enrollment Management Committee (EMC) made a recommendation about the annual process. It was suggested that it be incorporated into something similar to or like the Planning Portfolio. • It is important to have a formal and official process to evaluate or assess our progress. • The EMC had done it in the past because there was no other committee was available. They would like to hand that task off to PIE. • Each year, SCC scrambles to provide information for the Strategic Plan to the District. • PIE needs to consider a tracking system • For 2016-2022, there were nine (9) EMP goals	How does the Committee want to take on this responsibility and what technology can be used? Have questions and form for this process.
9. Institutional Effectiveness Goals Framework	• SCC has completed the PIE process twice • It is mandated that the third year the Committee set one (1) and six (6) year goals through the Chancellor's and, then, to update those goals and post our framework publically. • It is posted in our Institution Effectiveness webpage and shows all of the metrics from last year, a five year tend, and what our 1 and 6 year goals will be.	Aaron has sent the Committee members the information. DEADLINE: All goals must be submitted by June 15, 2017.
10. Questions/Other		
Next meeting	The meeting was adjourned at 4:38 p.m. Wednesday, March 1, 2017, 3:00 to 4:30 p.m., E-206	