

**Minutes of the Planning & Institutional Effectiveness (PIE) Committee Meeting
October 3, 2018
Michael DeCarbo & Aaron Voelcker, Co-Chairs**

Attendance: Marilyn Flores, Darlene Diaz, Steven Deeley, Scott Sakamoto, Scott James, Arleen Satele, Rudy Tjiptahadi, Roberta Tragarz, Joe Geissler, Devon Jones (student representative), Ivan Zambrano, Rosalba Hernandez, Chrissy Gascon, Lacy Hendenberg

Absent: Syed Rizvi

**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, to act, to communicate and to think critically. We are committed to maintaining standards of excellence and providing the following to our diverse community: courses, certificates, and degrees that are accessible, applicable, and engaging. (12/4/17)

AGENDA ITEM	DISCUSSION	TASKS/FOLLOW-UP
1. Welcome		
2. Announcements		
3. Reports from Governance Committees	<ul style="list-style-type: none"> • <i>Curriculum and Instruction Council</i> (Darlene Diaz): Some faculty members have expressed concerns regarding the availability of eLumen training. • <i>Academic Senate</i> (Michael DeCarbo): The Guided Pathways Organization Chart was moved forward to Academic Senate for review. • <i>Facilities Committee</i> (Arleen Satele): The ADA required work will continue until December 2018. The Committee is reviewing its composition and responsibilities. • <i>Education Master Plan Committee</i> (Aaron Voelcker): The alignment of the EMP goals and the CCCCCO Vision for Success goals were reviewed at the last two meetings. Due to eLumen adoption, the Committee is considering renaming the DPP. 	<ul style="list-style-type: none"> • Aaron will send out a college-wide email regarding SCC's plan for eLumen training.
4. Approval of Minutes 5 September 2018		<ul style="list-style-type: none"> • The minutes of the September 5, 2018 meeting were approved without dissent

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		(moved by Steven Deeley and seconded by Joe Geissler), with one correction.
5. Request for Authorization to Apply for a Grant	<ul style="list-style-type: none"> The revised Request for Authorization to Apply for a Grant was reviewed. 	<ul style="list-style-type: none"> One additional revision was requested on page 1, Question #1, final criteria currently reads: Will this grant have impact on any other department (is self-contained)? Revised to: Will this grant have impact on any other department (not self-contained)? A motion to adopt the request form as proposed, with the understanding that as titles change in the future, those changes will be reflected in this document, was approved without dissent (moved by Joe Geissler and seconded by Darlene Diaz).
6. 2017-2018 Annual Committee Evaluation Survey		<ul style="list-style-type: none"> The 2017-2018 Annual Committee Evaluation response was completed by the Committee during the meeting.
7. EMP Goal Assessment	<ul style="list-style-type: none"> EMP recommended to PIE that we require that each unit/department or responsible party includes an update for the SCC goals (9 goals; 35 action items) in their annual plan (DPP). Previous conversations on that issue stalled and need to be revisited. 	<ul style="list-style-type: none"> Identify each responsible party for which actions items Notify them that they are responsible for evaluating these actions items Ask what progress has been made, what actions have been achieved If no progress or achievement, why If the why is not related to resources, what do they need; Have you completed this, if not, why not? What is the assessment information deadline? May? This will be reflected in the Year-at-a-Glance document. This will be integrated into eLumen.
8. Questions/Other		<ul style="list-style-type: none"> Dr. Jan Armstrong, new OEC Dean of Student Services will be joining PIE at the next meeting

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Next meeting	<ul style="list-style-type: none">• The meeting was adjourned at 4:25 p.m.• Wednesday, November 7, 2018, 3:00 to 4:30 p.m., E-206	