

Minutes of the Planning & Institutional Effectiveness (PIE) Committee Meeting
Craig Rutan & Aaron Voelcker, Co-Chairs
Wednesday, September 1, 2021

Attendance: Cale Crammer, Steven Deeley, Darlene Diaz, Lacy Hedenberg, Rosalba Hernandez, Scott James, Eden Quimzon, Craig Rutan, Scott Sakamoto, Arleen Satele, Martin Stringer, Jose Vargas, Aaron Voelcker

CC: Nathan Yi

Absent: Seth Daugherty

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	<ul style="list-style-type: none"> Meetings will continue on Zoom until further notice The Annual Plan template is ready to be launched. Training videos will be available with the necessary information to work through that process. 	
3. Introductions	<ul style="list-style-type: none"> Since we have new members, each member introduced themselves. They stated how they were assigned to this committee and what other governance committee they are representing. 	
4. Reports from Governance Committees	<ul style="list-style-type: none"> Only College Council has met. No additional reports. 	
5. Approval of May 5, 2021 Minutes	<ul style="list-style-type: none"> The May 5, 2021 minutes were reviewed and a motion made to approve. 	<ul style="list-style-type: none"> Arleen Satele moved that the May 5, 2021 minutes be approved, the motion was seconded by Rosalba Hernandez. The minutes were approved with no objections and two members abstaining.
6. Review a. SCC Mission Statement	<ul style="list-style-type: none"> Aaron reviewed the SCC Mission Statement, the PIE Committee Mission Statement, and the PIE Responsibilities, and Membership with the committee members. The following changes were suggested for the PIE 	<ul style="list-style-type: none"> Aaron will reach out to Sheryl Martin, the CSEA president, to see about getting more classified appointed to this committee.

<p>b. PIE Mission Statement, Responsibilities, and Membership</p>	<p>Responsibilities:</p> <ul style="list-style-type: none"> ○ Bullet 1 – What plans are being referred to? ○ Bullet 2 – Needs to clearly define what we do with that review. ○ Bullet 3 – Include the process? ○ Bullet 4 – Include the full name of the grant process. ○ In <i>all</i> bullets we should address the process in which we evaluate or review. ○ Bullet 6 - Craig proposed that we look at devising that fully so that we are the ones review those and then we make a recommendation to the appropriate groups if changes need to occur. ○ Add that we make the recommended changes for the allocation process. ○ Review the forthcoming process for evaluating the governance structure. <p>Membership</p> <ul style="list-style-type: none"> ● Discussion ensued regarding the committees listed. Changes to the membership are to be determined once the governance structure review is complete. 	<ul style="list-style-type: none"> ● Committee chairs are waiting for an ASG appointed student.
<p>7. Resource Request Process Revision Overview</p>	<ul style="list-style-type: none"> ● Aaron demonstrated how to navigate to the Resource Request Form now that recommended changes have been approved and updated. https://www.sccollege.edu/Departments/AcademicSenate/PIEC/Pages/Resource-Allocation.aspx 	
<p>8. Requests for Authorization to Apply for a Gant</p> <p>a. Task Force to Develop Comprehensive Guide</p> <p>i. Sub-awardee application process</p>	<ul style="list-style-type: none"> ● We need to develop a task force <ul style="list-style-type: none"> ● We need to identify administrators to serve ● The Academic Senate will identify faculty ● Task force members do not have to entirely be from PIE. <ol style="list-style-type: none"> 1. To put together instructional documentation or guide to get through the grants process. 2. Determine what the process would look like for instances where SCC would be the sub-awardee of a grant 3. To make recommendations to the PIE committee of what that process would look like. <ul style="list-style-type: none"> ▪ There are limitations to what their recommendations are. ▪ The recommendations do need to come from PIE before they are put forward. ▪ The Academic Senate may wave a second reading 	<ul style="list-style-type: none"> ● Craig will ask the VP's to send out an email asap asking if there are faculty that would like to volunteer to serve on the Taskforce to Review the Request for Authorization to Apply for a Grant process.

	<p>but may not give it up entirely.</p> <ul style="list-style-type: none"> ▪ The process does take a long time. We may get feedback from Academic Senate to PIE and we can then formulate what recommendation the committee wants to send forward. ▪ Many of the opportunities to apply for a grant often come at the end of the semester or during summer or intersession. At the same time that we are filling out the grant application, the college may be filling out the request for authorization to apply for a grant. ▪ Institutionalization is about institutional planning of how services will continue beyond the term of the grant. ▪ There may be an operational way of setting up electronic signatures for those forms. People would electronically sign-off that they have been informed. ▪ We are looking at documenting what actually has to happen through the grant process. ▪ College Council may not be subject to the open meetings act, they could do an email vote on grant proposals. 	
9. Other	<ul style="list-style-type: none"> • None 	
Fall Meeting Dates	<ul style="list-style-type: none"> • Oct. 6 • Nov. 3 • Dec. 1 	

Meeting adjourned: 4:17 p.m.