

**Minutes of the Planning & Institutional Effectiveness (PIE) Committee
Meeting Craig Rutan & Aaron Voelcker, Co-Chairs
Wednesday, March 2, 2022**

Attendance: Melba Castro, Cale Crammer, Seth Daugherty, Steven Deeley, Darlene Diaz, Marilyn Flores, Lacy Hedenberg, Rosalba Hernandez, Scott James, Rachel Petrocelli, Eden Quimzon, Craig Rutan, Scott Sakamoto, Arleen Satele, Aaron Voelcker

CC: Student Representative

Guests: Chrissy Gascon, Joseph Alonzo

**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>Budget Committee:</i> Reviewed the budget. The college is on track. March 29th is our next meeting where we will read through the PIE rankings that are due by the 21st, to identify funding sources before funding can be approved. • <i>Facilities & Safety Committee:</i> Most of the work was done in the fall on the Facilities Master Plan. There is a list of projects yet to be completed. Tier I projects will cost over \$1 Billion. Another discussion will be held March 14th for which projects to complete. • <i>Student Conduct Committee:</i> Is looking at the mission statement to find alternate wording or titles for the committee to remove "conduct" from the current title. • <i>Student Success & Equity Committee:</i> Are taking in ideas about the structure of equity within Guided Pathways as to what it should look like in the future and how it can be more intentional. • <i>Technology Committee:</i> The committee sent requests to 	

	<p>TAG for review ADA plans to address accessibility gaps and the Voluntary Product Accessibility Template (VPAT).</p> <p>The committee are also reviewing the Metaverse. It has broad implications for in-class meetings. It may potentially be tested in a classroom environment and with other users.</p> <ul style="list-style-type: none"> • EMC & EMPC: Updates will be given in agenda item 6 	
<p>4. Approval of October 6, 2021 Minutes</p>	<ul style="list-style-type: none"> • The October 6, 2021 minutes were reviewed and a motion made to approve. 	<p>Scott J moved that the October 6, 2021 minutes be approved, the motion was seconded by Steven. The minutes were approved with no objections and two members abstaining.</p>
<p>5. Request for Authorization to Apply for a Grant</p> <ol style="list-style-type: none"> Project Rise Adult-Learner-Focused SEM Project 2021-2023 	<ol style="list-style-type: none"> Project Rise: Discussion ensued regarding the impact for Counseling. There is no impact, Counseling was only identified on page 3 for information only. The timeline to have the RFA turned in is March 21st. Funding from the RFA would contribute to counselors, adjunct faculty, administrative support (in the future), tutoring, on-site support, legal assistance, clothing, food, and housing services. 	<p>Marilyn moved that the Project Rise RFA be approved. The motion was seconded by Rosalba. The RFA was approved with no objections and no abstentions.</p> <p>Marilyn motioned to waive the first reading. Eden seconded the motion. The committee agreed to waive the first reading with no objections and no abstentions.</p> <p>Eden moved that the Project Rise RFA be approved without a first reading to be sent on for approval to College Council as an "action" item. Craig will ask that College Council complete</p>

	<p>b. Adult-Learner-Focused SEM Project 2021-2023: Discussion ensued regarding resources for the Enrollment Management Plan before the vote was approved.</p>	<p>the first reading prior to the meeting to approve. Marilyn seconded the motion. The motion was approved with no objections and no abstentions.</p> <p>Marilyn moved that the SEM RFA be approved. The motion was seconded by Craig. The RFA was approved with no objections and no abstentions.</p>
<p>6. Review of goal Recommendation from Educational Master Planning Committee</p> <p>a. SCC Mission Statement</p> <p>b. PIE Mission Statement, Responsibilities, and Membership</p>	<ul style="list-style-type: none"> The attached pages 2-4 of the agenda are a draft of the Education Master Plan Goals. The review may be paused as SCC is awaiting the hiring of a consulting firm to assist in developing the next Educational Master Plan. <p>Both SCC and possibly SAC may partner up with the District for the development of the EMP. All participating entities may need to be willing to adjust their cycle dates.</p> <p>The timeline for the RFP is: draft outcomes and a scope of work will need to be completed by Marilyn and send to EMPC. The District outcomes and scope of work will be sent to POE.</p> <p>April is when the window opens up for consulting firms to apply, before interviews are held in May. The work would potentially begin in the summer with fall planning and meetings. In spring 2023 any additional edits would be completed.</p> <p>The new cycle will hopefully follow an 8-year plan with 2 Program Reviews due every fourth year. This would allow for better alignment between entities. However, cycles could be changed again.</p> <p>The draft Educational Master Plan Goals were reviewed by the committee.</p>	<p>The committee has been asked to share the Draft Educational Master Plan Goals with their constituents and bring feedback and recommendations back for the next meeting as a standing agenda item.</p>
<p>7. Update on Resource Request Ranking</p>	<p>A review of the ranking process was provided to the Committee. Aaron will average committee members' scores from each completed ranking rubric and will bring a</p>	

Timeline	committee-ranked list back for review at the next meeting. The preliminary Resource Request Rankings will be sent to the Budget Committee for analysis and a vote for funding recommendations will be conducted after the Budget Committee Analysis is provided and reviewed.	
8. Rescheduling of April 2022 Meeting	<ul style="list-style-type: none"> The April meeting is currently scheduled for the week of Spring Break. The committee was asked to move the date to March 30th. 	The committee agreed to move the next meeting date from April 6 th to March 30 th .
9. Questions/Other		
Spring 2022 Meeting Dates	<ul style="list-style-type: none"> March 30th May 4th June 1st (Discuss the need to meet at May meeting) 	

Adjourned: 4:14 p.m.

DRAFT