

**Minutes of the Planning & Institutional Effectiveness (PIE) Committee  
Meeting Craig Rutan & Aaron Voelcker, Co-Chairs  
Wednesday, September 7, 2022**

**Attendance:** Seth Daugherty, Steven Deeley, Darlene Diaz, Rosalba Hernandez, Scott James, Eden Quimzon, Craig Rutan, Scott Sakamoto, Aaron Voelcker

**CC:**

**Absent:** Melba Castro, Cale Crammer, Lacy Hedenberg, Arleen Satele

**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	None	
3. Introductions	There were no new members to introduce.	
4. Reports from Governance Committees	There were no committee updates as the other committees had not met yet.	
5. Approval of May 4, 2022 Minutes	The May 4, 2022 minutes were reviewed and a motion made to approve.	Scott S moved that the May 4, 2022 minutes be approved, the motion was seconded by Steven. The minutes were approved with no objections and two members abstaining.
6. Review SCC Mission; PIE Committee Mission; Responsibilities, and Membership	Aaron reviewed the SCC Mission, the PIE Committee Mission; Responsibilities & Membership while providing a demonstration of where the links can be found on the SCC website.	
7. Resource Request Process Overview	A disclaimer was added in the Personnel category of the Resource Request process.	

	<p>On the revised form, an additional field was added to include the number of items for the dollar amount requested.</p>	
<p>8. Work Group Development  a. Requests for Authorization to Apply for a Grant  i. Comprehensive Guide  ii. Sub-awardee application process  b. Planning and Resource Allocation Process Survey</p>	<p>We are in the process of developing two work groups. One for the Request for Authorization to Apply for a Grant process and the other for the Allocation and Resource Allocation Process Survey review and revision.</p> <p>These two groups should be complete by early spring 2023.</p>	
<p>9. Zero Textbook Cost Program (ZTC)</p>	<p>A new bill called the Zero Textbook Cost Program has been introduced. There will be approximately \$115 million in funding available in three phases:</p> <p>Phase I - \$20 thousand to each college paid for through apportionment.</p> <p>Phase II - \$200 thousand per program independent of other grants received, which allows for more grant opportunities.</p> <p>Phase III - \$180 thousand to each college paid for through apportionment.</p> <p>Discussion of the ZTC Program will be added to next week's Academic Senate agenda to get a sense of where people are in this process and how the pathways would connect for both credit and non-credit. The discussion would need to include the following: how to use the funds in phase I. To develop and discuss the cost to include an OER. Are administrative costs for ZTC free? Do funds go directly to the college or to the District Office?</p> <p>Apportionment funds from phase I and III would not be general funds but would be an identical process. We would need to verify funds from phase II.</p> <p>An update will be given to the PIE Committee after</p>	

	Academic Senate had reviewed and discussed these and other considerations.	
10. Questions/Other		
Fall Meeting Dates	<ul style="list-style-type: none"><li>• October 5<sup>th</sup></li><li>• November 2<sup>nd</sup></li><li>• December 7<sup>th</sup></li></ul>	

Adjourned: 4:03 p.m.