

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

**Attendance:** Roberta Tragarz, Steven Deeley; Eric Hovanitz, Joe Geissler, Alice Ho, Joyce Wagner, Maureen Roe, Elizabeth Elchlepp, Rosalba Hernandez, Abdulla Isira, Christopher McKay – Student Representative, Marilyn Flores

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	<ul style="list-style-type: none"> <li>• POE: August 22<sup>nd</sup> all District Committee 9 to noon POE Committee will review their responsibilities; mission alignment</li> <li>• EMP – timeline for production of EMP- recommend the approval process begin in Fall 2017 so that it does not impact the Accreditation process</li> <li>• Accreditation: Elizabeth Elchlepp will be editing the Accreditation Self Study Draft over the weekend</li> </ul>	
4. Approval of Minutes <ul style="list-style-type: none"> <li>• 1 March 2017</li> <li>• 5 April 2017</li> </ul>		<ul style="list-style-type: none"> <li>• The March 1, 2017 minutes were approved without dissent (moved by Deeley and seconded by Hovanitz).</li> <li>• The April 5, 2017 minutes were approved without dissent (moved by Deeley and seconded by Geissler).</li> </ul>
5. MUN Request for Authorization to Apply for a Grant	<ul style="list-style-type: none"> <li>• Provide funding for MUN; using existing personnel; coaching and travel for students, a 2 year grant of \$100,000, application deadline is June 22, 2017</li> <li>• One of the EMP co-chairs was not contacted.</li> </ul>	

	<ul style="list-style-type: none"> <li>• There are no more PIE meetings this academic year; can be approved via online.</li> <li>• Instructions for form does not match form itself.</li> <li>• Previously, grants involved others without their knowledge. It has gone to the other extreme, lots of levels of approval, which eliminates grant options with a looming deadline</li> <li>• Problems with the language on the grant form <ol style="list-style-type: none"> <li>1. On the form it states, have they been notified; change to: do they agree</li> <li>2. No mention of PIE</li> <li>3. How do others provide input, if concerned</li> </ol> </li> <li>• Solutions: <ol style="list-style-type: none"> <li>1. Open ended grant at beginning of the year</li> <li>2. A PIE grant pre-approval group</li> <li>3. Grant easy form</li> </ol> </li> </ul>	
6. Planning and Resource Allocation Process Survey (2017) Results	Committee reviewed the results, including comments.	
7. Modifications to Resource Request Form and Process	<ul style="list-style-type: none"> <li>• Question #4: Will add a hyperlink to explain type of request</li> <li>• Question #5A: “immediate and/or long term impact . . .”, change the 700 characters to 300 characters in response box</li> <li>• Question #8: add 300 characters limit to explanation box</li> <li>• Question #9: add 300 characters limit to explanation box</li> <li>• Question #12: add 200 characters limit to explanation box</li> <li>• Question #17: requires further editing</li> </ul> <p>There were additional questions suggested by Joint Chairs, which were reviewed, discussed, and incorporated.</p> <p>Are there standard practices that support this resource request, i.e. professional organizations, other colleges,</p>	<p>Circles force one answer Squares provide for more than one answer</p> <p>Committee members defer to Aaron to make the changes to the form</p>
8. 2016-2017 PIE Prioritization Rubric Formula Assessment	<p>These changes below did not solve the problem with</p> <ul style="list-style-type: none"> <li>• Adjusted formula to reduce the gap between each individual request score</li> <li>• Reduced the scoring for each item, from 0-5 down to 0, 1, 2</li> </ul>	
9. Educational Master Plan Reporting	<b>Tabled to Fall 17</b>	

Template for Responsible Parties		
10. Questions/Other		
<b>Next meeting</b>	<ul style="list-style-type: none"><li><i>The meeting was adjourned at 4:34 p.m.</i></li><li><b>Fall 2017-TBA</b></li></ul>	