

**Minutes of the Planning & Institutional Effectiveness (PIE) Committee Meeting  
March 28, 2018  
Michael DeCarbo & Aaron Voelcker, Co-Chairs**

**Attendance:** Lacy Hendenberg, Maureen Roe, Darlene Diaz, Rosalba Hernandez, Eric Hovanitz, Steven Deeley, Joe Geissler, Alice Ho, Vincent Vargas, Christian Vargas, student representatives, Marilyn Flores, Chrissy Gascon, Arlene Satele, Syed Rizvi, Denise Bailey, Chrissy Gascon

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"> <li>IEPI PRT Announcement: The Nuventive, eLumen, and Watermark product demonstrations held last week were recorded. They are playing in the Instructional Design Center (IDC) all week. If you were unable to attend the live demonstrations, and will not be able to visit the IDC to listen to the recorded sessions, private screenings are available. PIE members feedback would be appreciated.</li> </ul>	
3. Reports from Governance Committees	<p><i>Facilities:</i></p> <ul style="list-style-type: none"> <li>ADA work on the campus sidewalks, including one in front of the Science Center has commenced</li> <li>C; \$580 for towel dispensers because walls need to altered</li> </ul> <p><i>Budget:</i> No report</p> <p><i>College Council:</i></p> <ul style="list-style-type: none"> <li>Guided pathways plan approved</li> <li>Academic Senate submitted an application to enter the OEI course exchange</li> </ul> <p><i>Academic Senate:</i> No report</p>	

	<p><i>Student Success and Equity:</i> No report</p> <p><i>Curriculum and Instruction Council:</i> No report</p> <p><i>Technology Committee:</i></p> <ul style="list-style-type: none"> <li>The Technology Committee has proposed some changes to the ranking process. These suggestions will be included in the Planning and Resource Allocation Process Survey results.</li> </ul>	
<p>4. Approval of Minutes March 7, 2018</p>		<p>The minutes of March 7, 2018, were approved, without dissent (moved by Steven Deeley and seconded by Eric Hovanitz), with two members abstaining.</p>
<p>5. Prioritized resource request recommendation</p>	<p><b>Results of the Budget Committee Analysis and their funding approvals:</b></p> <p><i>Instructional Supply:</i> all requests were approved using Lottery funding (\$40,000 available) for a total of \$11,480</p> <ul style="list-style-type: none"> <li>Community Science Night request not eligible for instruction supplies</li> <li>Three sets of classroom clickers were moved to:</li> <li>Math 086 textbooks was removed as the BSSOT grant can fund that request</li> <li>Display cabinets were removed to Instructional Equipment because of the high cost</li> </ul> <p><i>Instructional Equipment:</i></p> <ul style="list-style-type: none"> <li>Approved Items #1, Piano lab and #2, Kinesiology CPR mannequins</li> </ul> <p><i>Instructional Technology:</i></p> <ul style="list-style-type: none"> <li>Arlene shared that items in this category may require a more comprehensive quote which includes electrical needs and ADA requirements, the hidden costs</li> <li>Forensics mediation was removed from the list as Admin. Services has existing equipment available</li> </ul> <p><b>Unfunded categories were reviewed:</b></p>	<p>A motion to approve the Budget Committee's recommendation and move the 2018-2019 recommendations forward to College Council was approved, without dissent (moved by Roberta Tragarz and seconded by Marilyn Flores).</p>

	<ul style="list-style-type: none"> <li>• Contract Services – no changes</li> <li>• Instructional Equipment <ul style="list-style-type: none"> <li>• Display cases were moved from Instructional Supplies to Instructional Equipment (\$2,500 each)</li> </ul> </li>   <li>• Instructional Supplies – all funded</li> <li>• Instructional Technology <ul style="list-style-type: none"> <li>• remove 3 sets of classroom clickers moved from Instructional Supplies to Instructional Technology (\$2,500)</li> </ul> </li> <li>• Non-Instructional Equipment – no changes</li> <li>• Non-Instructional Supplies <ul style="list-style-type: none"> <li>• Remove Honors Table Banner &amp; Shade Tent Pop-up Tent, has been purchased with late funding from 2017-2018</li> </ul> </li> <li>• Non-Instructional Technology – no changes</li> <li>• Personnel – no changes</li> <li>• Transportation <ul style="list-style-type: none"> <li>• It was requested that Earth Science Field Trip be moved to item #3 and MUN travel be moved to item #2</li> </ul> </li> </ul>	<p>A motion to evaluate the remaining items for possible future funding and consider unfunded items for re-prioritization was approved, without dissent (moved by Arleen Satele and seconded by Darlene Diaz).</p> <p>A motion to adjust the order of the items under Transportation/Fees to move Earth Sciences down to #3 and MUN travel up to #2 was approved, without dissent (moved by Marilyn Flores and seconded by Darlene Diaz).</p> <p>A motion to maintain the order, removing items currently funded and those that will be funded was approved without dissent (moved by Marilyn Flores and seconded by Christian Vargas).</p>
<p>6. Planning and Resource Allocation Process Survey</p>	<p>The recommended changes requested by PIE Committee members at the March 7 meeting were reviewed. The following revisions were requested:</p> <ul style="list-style-type: none"> <li>• <i>I can easily describe the planning/prioritization process;</i> edit requested: remove planning</li> <li>• #6 edited requested: <i>The PIE Committee effectively communicates to the college community.</i></li> </ul>	<p>A motion was made to accept the edits, it was approved without dissent (moved by Marilyn Flores and seconded by Denise Diaz).</p>

	Aaron reported that the revised and approved Survey will be sent a week after returning from Spring Break, as it is traditionally sent a week after returning from Spring Break; this survey is always launched in April.	A motion was made to approve the survey with edits, it was approved without dissent (moved by Steven Deeley and seconded by Arleen Satele)
7. Questions/Other		
<b>Next meeting</b>	<ul style="list-style-type: none"> <li>The meeting was adjourned at 4:06 p.m.</li> <li><b><u>Wednesday, April 25, 2018, 3:00 to 4:30, E-206</u></b></li> </ul>	