

**Minutes of the Planning & Institutional Effectiveness (PIE) Committee Meeting
December 6, 2017
Michael DeCarbo & Aaron Voelcker, Co-Chairs**

Attendance: Arleen Satele, Joyce Wagner, Steven Deeley; Marilyn Flores, Joe Geissler, , Roberta Tragarz, ,Christian Vargas– Student Representative, Lacy Hendenberg, Rosalba Hernandez, Eric Hovanitz, Ruth Babeshoff, Alice Ho

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"> • Holiday Potluck, December 13, hours increased to noon to 2 p.m., to accommodate faculty • Faculty hosted breakfast prior to Spring 18 Convocation 	
3. Reports from Governance Committees	<p><i>Facilities:</i></p> <ul style="list-style-type: none"> • Great Shake-out worked well • S trailers have been removed from the campus • Facilities Manager, Chuck, has completed 146 work orders • Mike Taylor is working on the Green House <p><i>Budget:</i></p> <ul style="list-style-type: none"> • SCC's budget is on track • Proposition 98 outlook for the State of California is very optimistic <p><i>Enrollment Management</i></p> <ul style="list-style-type: none"> • Enrollment Management has forwarded their resource requests: one for marketing and one for dedicated research support for enrollment management <p><i>Student Success & Equity:</i></p> <ul style="list-style-type: none"> • Request to remove faculty position from membership and asking that an Equity Co- Coordinator fill that position <p><i>EMPC:</i></p> <ul style="list-style-type: none"> • College Council has approved the latest Educational Master Plan (2016-2022) and the Plan will be submitted to the Board of Trustees for approval in spring 	

	<p>Technology:</p> <ul style="list-style-type: none"> Blackboard button on the SCC homepage directs students to a page with both Canvas and Blackboard links 	
4. Approval of 1 November 2017 Minutes	Approved w/changes	<ul style="list-style-type: none"> The minutes were approved by a unanimous vote, pending minor edits.
5. Revisited: Additional One-time Allocation to 2017-2018 Resource Requests	<p>Discussion of PIE Committee recommendations for approval of one-time funding:</p> <ul style="list-style-type: none"> PIE Committee recommendations will be on the College Council meeting agenda for December 12, 2017. Following College council approval, award letters will be sent. Funding may be available for: <ul style="list-style-type: none"> ➤ Math adjunct faculty replacement computers may be funded by BSI or BSSOT. ➤ Honors Program table banner and pop-up tents may be funded by SSSP and ASG's Helpful Hawks 	<ul style="list-style-type: none"> A motion was made by Marilyn and seconded by Ruth that since MUN requested \$20,000 but only needs \$15,000 the remainder of funding be committed to portable air conditioning. The final One-time allocation to 2017-2018 Resource Requests was approved unanimously by the committee.
6. Report from Grant Process Task Force	<ul style="list-style-type: none"> Revise format for PIE Committee approval; suggestions to streamline procedure Marilyn suggested a threshold – need to be over \$15,000 for example, issues of institutionalizing, matching funds, etc. 	<ul style="list-style-type: none"> Ruth was added to the task force.
7. EMP Goal Assessment Review of Responsible Parties	<ul style="list-style-type: none"> How frequently do goals have to be assessed during the 2016-2022 timeline <ul style="list-style-type: none"> ○ Three year process – Review, Data Collection, Assessment, and then, again <p>16-17 Assessing Goal & Data needed 17-18 Data collection 18-19 Spring Report due to EMPC 19-20 Assess Goals and data needed 20-21 Data Collection 21-22 Spring Report due to EMPC</p> <ul style="list-style-type: none"> Planning beyond this process, for the next EMP, will begin mid-point, 2020-2021 <p>No Progress/In Progress/Substantial Progress/Completed</p> <ul style="list-style-type: none"> Where are you? What five (5) pieces of evidence support your response? Year 1: identify how you would measure the NP IP SP & 	<ul style="list-style-type: none"> Michael and Aaron will develop a draft goal assessment form for the PIE Committee's review and approval

	Completed <ul style="list-style-type: none">• What 1-3 things would you do to move forward?	
8. Questions/Other		
Next meeting	<ul style="list-style-type: none">• The meeting was adjourned at 4:29 p.m.• <u>February 7, 2018, 3:00 to 4:30, E-206</u>	