



Approved 04/13/12

Planning and Institutional Effectiveness Committee
Meeting Minutes
September 23, 2011

Co-Chairs Randy Barnes and Buran Haidar.

Present: Randy Barnes; Brett Bell; MaryAnn Guevarra; Buran Haidar; Mary Hart; Adela Jacobson; Denise Kapitzke; Michael Lopez; Dennis Sheean; Carol Smith; Katinea Todd; Sandi Trevisan. Guests: Ana Bravo; Gene Choe.

Call to Order: Co-Chair R. Barnes called the meeting to order at 10:06 p.m. and introductions were made.

I. Agenda. It was moved, seconded and carried to approve the original/first Agenda (rather than the revised agenda) of September 23, 2011.

II. Minutes. Revisions were made to the minutes of September 16, 2011, and it was moved, seconded and carried to approve the revised minutes.

III. Old Business.

A. Membership and PIEC Charge. Postponed. Any suggested changes should be sent to R. Barnes and B. Haidar for consideration at a later meeting.

B. Division Plan Development. R. Barnes presented a graphic which illustrates the college integrated planning process approved by the College Executive Committee. It will be posted around the campus within the next two/three weeks.

R. Barnes provided draft division plans for Administrative Services Division, Instruction Division and Student Services Division, which were developed by the three Vice Presidents and which will ultimately be integrated into an Educational Master Plan for the college. Suggestions were made and discussed regarding content and format. R. Barnes will incorporate the suggestions into the draft plans and present them again to the committee. The division plans are to be completed by the end of this semester.

C. Educational Master Plan Development. R. Barnes provided a draft outline of the Educational Master Plan (EMP) which was developed by the three Vice Presidents. Suggestions were made and discussed regarding content, format and simplification to avoid duplication. R. Barnes will incorporate the suggestions into the draft EMP and present it again to the committee.

IV. New Business.

A. Review/Approve Annual Research Agenda 2011-12. Committee review of the Annual Research Agenda (ARA) had been postponed pending approval of the revised Strategic Plan. Now that the revised Strategic Plan has been approved, this committee has reviewed the ARA. There was a discussion and agreement that the ARA should be returned to the Research Committee to update certain terminology contained therein to make it consistent with current terminology in the revised Strategic Plan.

B. Review Glossary of Planning Terminology. First reading. Suggested changes should be sent to R. Barnes and B. Haidar within two weeks for incorporation into the draft document. The next draft will be addressed in a future agenda.

C. Steering Committee Purpose and Meeting Changes. The Steering Committee consists of Chairs of the Program Review/SLOAC Subcommittee, Research Committee, Budget and Resource Development Subcommittee, and the three Vice Presidents. The group discusses issues in depth to be brought to the full committee. It meets on alternate weeks from the full committee meetings. The question was asked whether it is necessary for the Steering Committee to meet this often, or whether the time could be used for a better purpose. After discussion, it was generally agreed to leave the meeting schedule on calendar as is, but with the ability to cancel unless necessary to meet. Agenda development is the charge of the committee co-chairs with input from the group, including by telephone or electronically.

V. Next Meeting. October 14, 2011, 10:00 a.m.-12:00 p.m., Rm. M-110.

VI. Roundtable/Discussion. B. Haidar clarified that the car logo, with planning terminology used during convocation, was not intended to be on the graphic which illustrates the college integrated planning process. She had only intended to propose adoption of the car logo for the PIEC.

VII. Adjournment. The meeting was adjourned at 11:54 p.m.

Recorder: K. Todd