



## Planning and Institutional Effectiveness Committee (PIE)

### NOTES

October 28, 2011, 12:00a.m. – 1:30 p.m.

M108

**Present:** Buran Haidar, Brett Bell; Lou Ascione, D. Short, MaryAnn Guevarra; Dan Gutowski; Denise Kapitzke; Dennis Sheean; Michael Lopez, Mary Hart, Carol Smith, Sandi Trevisan, Gene Choe. **Guests:** Daphne Figueroa

#### A. Old Business

1. Agenda of October 28, 2011 was approved

2. Glossary of planning terminology:

The glossary was adopted by consensus with changes proposed by R. Barnes and B. Haidar made by Randy & Buran. B. Haidar informed that the co-chairs are working on an accompanying document describing the College integrated planning process to be added to the Strategic Plan Document. That document will be distributed by Email for the committee members' input.

3. PIEC Governance Handbook page:

The committee reviewed all the previously proposed changes and few additional edits were made: a) aligning of the classified staff representatives with the Instructional & Administrative VPs, b) adding the specific classified staff membership per the CEC-approved Classified Senate recommendation. The committee approved by consensus a final version with changes to the following sections:

**Steering Committee- Revise wording and minor editing**

**Committee membership description- Revise wording to reflect the CEC previously approved membership changes.**

**Committee Goals- Revise wording and minor editing of goals 1-4**

**Committee Procedures and Calendar**

**1. Revise wording and edit items 1-3**

**2. Revise wording of item 4 and change number to item 5**

**3. Add 3 new items:**

# 4. Review the College model of integrated planning and alignment of the College Division and Operational plans and their time frames with the Strategic Plan.

# 6. Establish, review, and evaluate a mechanism for assessment and timeline for data collection and analysis to evaluate attainment of the Strategic goals.

# 7. Recommend revisions of the College Mission congruent with analysis of the Strategic Plan assessment results

**4. Revise Committee meeting time from “no less than twice per semester” to “once per month”**

**Link to Agendas and Minutes: PIEC Web link updated**  
**Reference to CWMP: deleted**

The recommended modifications to the PIEC Governance Handbook page will be forwarded by B. Haidar to the CGC for approval.

B. New Business

1. Development of the Strategic Plan measurable outcomes: B. Haidar shared with the committee a working document with input submitted and solicited from several members proposing measures for specific strategies, including D. Short, S. Trevisan, M. Guevarra, B. Bell, and D. Figueroa. She encouraged all others to provide additional input. She explained the intent to develop consensus consolidated measurable outcomes by end of fall 2011, as a first step towards development of the Strategic Plan objectives. She reminded all that the strategic Plan is up for review in 2013. Discussion ensued about developing smart objectives that are informative and not punitive and the distinction between the Strategic Plan measurable outcomes and the Division plan annual goals. It was agreed that a draft of proposed measurable outcomes developed using all the received input will be brought to the Dec. 9<sup>th</sup> committee meeting.

C. Next Meeting: December 9, 2011

D. Roundtable/Discussion

*B. Haidar*