



APPROVED

Planning and Institutional Effectiveness Work Group Meeting

February 24, 2012, 10:00 a.m.-12:00 p.m., Rm. M-110

Co-chairs: Jerry Buckley and Buran Haidar

Meeting Notes

The meeting was called to order at 10:05 a.m. by Jerry Buckley.

Present: Jerry Buckley, Buran Haidar, Gail Conrad, Lou Ascione, MaryAnn Guevarra, Dan Gutowski, Mary Hart, Denise Kapitzke, Daniel Miramontez, Lynne Ornelas, Dennis Sheean, Duane Short, Carol Smith and Katinea Todd.

Agenda. The agenda was not timely disseminated due to the recent holiday and this meeting is a work group meeting for informational purposes only.

Accreditation Follow-Up Report.

Preparation of the Follow-Up Report, which is due in October 2012, will include questions taken from the ACCJC Guide for Evaluating Institutions. A gap analysis will be done to determine where to focus our efforts between now and April to allow adequate time to proceed through the shared governance process. Committee members are requested to take and return a survey regarding sufficiency of evidence to meet the standards.

Educational Master Plan.

Jerry Buckley proposed the following structure, and discussion followed:

1. Introduction and District context
2. College history
3. Mission, values and strategic goals
4. Governance structure/process
5. Master plan data summary, analysis and projections. Duplication will be reduced by moving data into appendix; projections need to be strengthened; Data is needed for a timeline to achieve 10,000 FTES.
6. Planning process description
7. Three-year plans will be incorporated into the EMP, data updated, college-wide themes identified, and a definable message for the college developed. Bring proposals to the next meeting.
 - a. Instruction
 - b. Student Services
 - c. Administrative Services
 - d.
8. Appendices:
 - a. Program review data
 - b. External scan data
 - c. Internal scan data

The Strategic Plan (SP) should establish goals which link to the Educational Master Plan (EMP), which in turn should link out to other plans and make sure we are integrating that process. The SP and EMP give rise to an operational plan where we annually implement on each priority in Administrative Services, Instructional Services and Student Services.

Annual Effectiveness Report.

We need to create an annual report on the effectiveness of the annual SP by the end of this year. We use data to feed the planning cycle but there is a need to link planning and budget allocation. The accreditation process requires that we establish priorities for the campus and those priorities should drive the allocations we make. We need to look at what could change to align with existing standards, and how to improve the EMP structure to drive enrollment to 25,000 FTES by 2020. Discussion followed on whether we should keep the 25,000 goal or perhaps revise it to 10,000 to be more realistic. We cannot maintain our nearly-100% fill rate with the staff we have, and we need a staffing plan.

Staffing Plan.

There was discussion on how to approach the staffing plan and the composition of a short-term work group. Jerry Buckley requested suggestions for composition by position to include faculty, classified, administrative, and a District representative from Facilities. Suggestions will be compiled and presented to the next PIEC meeting. We'll try to have a proposal to take for vote in the next couple of weeks.

Review and discuss Environmental Scan data.

Daniel Miramontez reviewed the history of the Environmental Scan (ES), which is intended to inform the EMP. He suggested putting the ES and the EMP on linked tracks so that the ES will be completed a year before the EMP. Since the next EMP iteration would be 2015, the ES should be completed in 2014. Next year PIEC can start drafting an outline for the ES content, and the Research Subcommittee will do the research, including:

- Categories of data
- Frequency of sampling
- Sources of data
- Examples

Content can be added to it each year so that by 2014 it will be complete and will inform the 2015 EMP.

Other.

1. Gail Conrad advised that late start classes are filling very quickly, with nearly 100% fill rate. Research shows that students do better in 8-week classes than in 16-week classes, with high success and retention rates.
2. Buran Haidar reminded the group that we're working on objectives and outcomes for the Strategic Plan and requested input.

Next Meeting: March 9, 2012 – to be rescheduled/cancelled.

Recorder: *Katinea Todd*