

PLANNING, INSTITUTIONAL EFFECTIVENESS AND ACCREDITATION COMMITTEE



PIEAC

October 5, 2011

Advisory Meeting Highlights

Present	Member	Present	Member	Present	Member	Present	Member
x	N. Acree		S. Gonzalez	x	L. Kuntzman		C. Ryan
x	L. Adrian		J. Groot	x	V. Lopez	x	J. Sanchez
x	I. Aguirre	x	A. Holliday	x	M. Lovig	x	C. Stewart
x	C. Arellano	x	D. Jones	x	C. Nguyen		
x	G. Berggren	x	N. Jones		V. Rodriguez	x	L. Wilkerson

Guests: Bob Covert, Cathy Hasson

Mandate: *To provide oversight and leadership in support of institutional effectiveness and, through ongoing intentional College-wide evaluation, dialogue, planning and coordination, ensure that the College fulfills its mission and meets or exceeds institutional and accreditation standards.*

Ongoing Business:

- ▶ **Vision/Values Statement:** the Vision Statement sub-committee distributed a proposed Vision Statement. Nancy Jones fielded questions regarding the wording and the formation of elements that comprised it. The sub-committee wanted to emphasize Coastline’s creativity and uniqueness.

Action: Co-chair Margaret Lovig requested that the committee members “think” about the statement and at the next meeting it will be further discussed and refined. We would like to have something drafted to send out to the constituency groups for review and feedback.

- ▶ **Mission Statement:** Not all sub-committee members were present. Isaiah Aguirre shared some of the thoughts that were discussed in attempting to prepare a formal proposed statement.

Action: Cheryl Stewart was charged with collecting suggestions from the sub-committee members and come up with a formulated statement to be distributed within 48 hours of to all committee members.

Homework: Consider a revised Mission Statement that can be sent to all constituency groups for input. Consider how our current statement could be changed to reflect why Coastline “is”. It should be a “purpose” statement.

Develop a Vision Statement that embodies the college’s aspiration or legacy, addressing what the college strives to be.

- ▶ **SLO Linkage Report:** Gayle Berggren reported on her progress with the Academic Standards Committee. She is working on a way for each department to report on SLO discussions. Surveys will be deployed based on Seaport collection data addressing “practical goals” that tie into the Educational Master Plan or SLOs. Through Survey Monkey, we will have a written report of the dialogue that will be reviewed by department chairs and the Academic Senate. Something similar needs to be done for the Student Services and Administration end of it. Lois Wilkerson will take the lead on continuing the dialogue in the service areas.
- ▶ **Ranking and Grouping of Initiatives:** Our Educational Master Plan has many initiatives or activities and some members are finding it difficult in “bucketing” those strategic priorities that are related.

New Business:

Cathy Hasson was welcomed as our Planning Consultant and will be joining the PIEAC Committee on occasion to assist with the implementation of our planning process and tying our efforts into our Educational Master Plan.

The committee participated in a group exercise building the elements of “integrated planning”. We want to create a “Beta Version” where we can go through a complete cycle, revisit it and complete it where we have processes and procedures in place to forward to the budget committee that have been approved by Academic Senate, Classified Council, Associated Student Government and College Council. Program, Department and Service Reviews are an integral part of the cycle. We also need to develop a timeline incorporating an annual review that feeds into the planning cycle. Also to be considered are the District Master Plan and sub-plans (which could include Technology, Staffing, Facilities, etc.) and how they inform each other. In theory, all recommendations will lead to the Budget Committee.

Each component needs to be developed. Look at what does and doesn’t work and develop a framework. What processes continue to work for us or do we need to reinvent them? What is our measurement system: how do we evaluate progress toward achieving our goals and what are our key performers? Are our actions collaborative: what venues do we have for reflective dialogue and communication? How do we evaluate: how and when is it done?

The committee members will work in teams and Cathy will mentor the sub-groups with specific assignments. The teams will each examine strategic initiatives in an attempt to prioritize what we target this year.

Sub-Committees (7) Selection:

- ❖ **Cycle of Planning:** Cheryl Stewart, Lois Wilkerson, Vince Rodriguez
- ❖ **Primary and Secondary Plans:** Ann Holliday, Lois Wilkerson, Isaiah Aguirre, Linda Kuntzman and Bob Covert
- ❖ **Links to Budget and Other Plans:** Nancy Jones and Christine Nguyen
- ❖ **Planning Oversight Group or Committee:** Margaret Lovig and Kristen Acree
- ❖ **Ongoing and Systematic Assessment of Key Performance Indicators:** Vinicio Lopez and Jorge Sanchez
- ❖ **Collaborative/Participatory Inquiry Process:** Ann Holliday, Lois Wilkerson, Isaiah Aguirre, Linda Kuntzman and Bob Covert
- ❖ **Evaluation of the Planning Process:** Dan Jones, Jorge Sanchez, Shanon Gonzalez and Cristina Arellano

Next Meeting: October 19, 2011