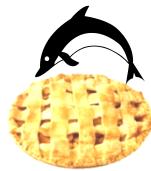


PLANNING, INSTITUTIONAL EFFECTIVENESS, AND ACCREDITATION COMMITTEE

(PIEAC)



October 2, 2013

College Center / Fourth Floor Conference Room

Minutes

Present	Member	Present	Member	Present	Member
	L. Adrian	x	P. Gutierrez	x	C. Nguyen
x	D. Aistrich	x	M. Halverson	x	Kevin Nguyen
x	C. Arellano	x	A. Holliday		C. Oberlin
x	G. Berggren	x	N. Jones	x	V. Rodriguez
	J. Colson	x	N. Kabaji		H. Rothgeb
x	S. Davis	x	L. Kuntzman		C. Ryan
x	K. Erdkamp	x	L. Lee		W. Sacket
x	M. Fry	X	R. Lockwood	x	J. Sanchez
	E. Garcia	x	V. Lopez		R. Shiring
x	S. Gonzalez	x	Michelle Ma	x	C. Stewart
	J. Groot	x	L. Melby (J. Garvey rep)	x	L. Wilkerson

Mandate: *To provide oversight and leadership in support of institutional effectiveness and, through ongoing intentional College-wide evaluation, dialogue, planning, coordination, and use of systematic data to ensure student learning, ensure that the College fulfills its mission and meets or exceeds institutional accreditation standards. PIEAC makes recommendations to the President through College Council and through appropriate bodies as necessary, and all bodies provide reports to the PIEAC.*

The co-chair, Dr. Pedro Gutierrez, called the meeting to order at 1:30 p.m. in the 4th Floor Conference Room of the College Center.

AGENDA:

Action: *A motion was made and seconded to adopt the Agenda with grammatical amendments to the Mandate. The Agenda was approved unanimously by the committee.*

MINUTES:

A question was posed as to whether the Minutes reflected all changes and corrections that were recommended by members of the committee.

Recommended changes:

President's Wing: Add a “, ” after the word “*Chancellor*” Page 2, 3rd Paragraph.

Include *Administrative Services* section under “*President's Wing*”.

The Committee discussed the various wings and the report and update processes.

Scott Davis agreed to review and proofread minutes prior to their review by committee chairs.

Minutes were tabled for further review. Pedro commented that members need to send any changes to Nancy Ramirez.

Future Drafts of Minutes will include dates to identify version of draft and will include the word “*DRAFT*”.

Action: A motion was made and seconded to table the Minutes of September 18, 2013 for further review. The Committee unanimously approved to table the Minutes of September 18, 2013.

Motion carried with the following vote:

Yes: Twenty two (22)

No: None

Abstention: None

Wing Updates

Vince Rodriguez discussed the Statewide Workshop that he attended with regard to changes to Student Success, accountability, and matriculation funding. Many changes will be forthcoming for this issue. Current funding will remain the same. In two years, only 80% of what was granted the prior year will be guaranteed. The next year, only 50% will be guaranteed. After that, funding will stabilize. This will have a big impact on CCC.

We are continuing to work with Financial Aid and the problem with disbursements. District has gone through all verifications to date.

Lois Wilkerson introduced Kevin Nguyen, Student Representative.

Christine Nguyen provided IT Update.

Chris Blackmore was hired as the IT Manager. Christine Nguyen will be sending out a brief bio on him. District is working on a template listing whom to call for IT support. This directory will be disseminated soon.

Purchasing computers, software, equipment, etc, will be standardized. Proposal will be sent out to constituents when it is completed (hopefully by the end of October).

Accreditation Update

Vince reported that each of the recommendation teams is continuing to work on a draft or outline. Another deadline is coming up for the narrative. Ann Holliday is participating in this effort. If there are any major concerns, please alert Vince to them. Dan Johnson is addressing program review issues.

Program Review

Nancy Jones reported that Cheryl Stewart has rewritten the process for program review and some of the PIEAC and planning portions of it. Diagrams have been redone. They are starting to see programs come through the process. All the non-instructional reports will be done by Winter Break. Planning process has begun and, once the form is completed, Cheryl will need suggestions with regard to additions to the annual program review for non-instructional programs. Annual reports must include any learning outcomes, after the guide has been reviewed and refined, updated copies will be distributed.

Cheryl explained how the changes are being completed. Significant changes are:

1. annual reports will be completed by the end of October;
2. validated self-studies can be made available to the Wings;
3. institutional planning process will start with the Wing planning councils in November;
4. councils will complete their planning efforts by the end of November;
5. this body can begin their prioritization process at the beginning of the Spring semester;
6. self-studies for non-instructional will be presented the early part of the Fall semester
7. studies for instructional will be presented during the end of the semester so that all self-study validations can be presented by the beginning of the Spring semester.

Nancy Jones reported that the form for the annual report went out in July for the non-instructional side. The instructional form will be sent out soon.

Budget Committee - Christine Nguyen reported that she will review the budget allocation model at the next Budget Committee meeting. She inquired as to whether she should provide the same presentation at this meeting. She pointed out that it is advantageous for everyone to understand the budget process. She will send the Power Point presentation to anyone interested.

Vince Rodriguez reported that the *Blue Ribbon Management Team* elected to change its name to *Management Team*.

College Council

Pedro reported that the College Council approved the Mandate from the previous Minutes so the Mandate with amendments will have to be presented once again to College Council for approval. The last two lines will be revised as follows:

PIEAC makes recommendations to the President through College Council and through appropriate bodies as necessary, and all bodies provide reports to the PIEAC.

Pedro will present the new Mandate to College Council for approval.

The Student Representative, Kevin Nguyen, reported that ASG discussed two student scholarships (one full-time, one part-time), and they added a 3.5 GPA (or higher) scholarship which should be approved.

Staffing Report (Temporary Employees) Tabled to next agenda. Christine Nguyen addressed the professional expert positions and reported that all of those assignments will come to an end in December. They are going through an exercise with managers who have hourly staff in order to identify which positions are critical and must be retained. With the Affordable Care Act, effective January, 2014, we cannot employ any part-time employees for more than 28 hours per week. Otherwise, there will be huge fine implications. However, the Implementation for that fine has been delayed to 2015, but we should plan for that in the future.

Ann Holliday reported that Helen is meeting with the District. Ann also requested a report with regard to what decisions the District will impose. We need to ask that our hourly employees be allowed to work 194 days since that is Ed Code. The District allows 160 days; Coastline allows 150 days.

Lois reported that Helen put together a four person committee, and all managers should have received an email with a form for all hourly staff to track daily tasks and processes.

ACTION ITEMS

Vince reported that after discussion about goals and a review of the survey, the committee determined that they wanted to set goals that were attainable and useful, but not make the list too long. Looking at the goals listed, he asked if there were any other goals to be added for a one week period.

Action: A motion was made and seconded to accept these goals.

Discussion continued. It was recommended that the first two goals listed be removed from Goals list.

A discussion ensued amongst the committee with regard to the purpose of the goals and the intent of this committee and the timing of deadlines. Cheryl Stewart stated that this committee has a responsibility to guide the planning in the institution. If completed by the end of Spring, then at the beginning of the semester those goals can be distributed to people going into the self-study process for program review. They can then be distributed to the Wing so that the planning councils are informed by October. This group identifies and guides the prioritization of those initiatives.

Cheryl added that goals and initiatives are prioritized, measured, and assessed in a timely manner, and that the committee should be done with the budget recommendation process by April 15.

- Goals:

1. Agendas and minutes posted/distributed a minimum of three days prior to each meeting. (this item removed from list)
2. Meet PIEAC timelines and deadlines (this item removed from list)
3. Update and complete Scorecard Measures (this will become #2)
4. Evaluate and refine our Planning Guide

Goals will be changed and listed as follows:

1. Prioritize strategic initiatives that support the educational Master Plan goals
2. Update and complete Scorecard Measures
3. Evaluate and Refine Planning Guide by December 1

Vince referred to page 20 of the Planning Guide and the committee discussed prioritization of goals and language that it supports. Growth and efficiency were also topics of discussion. Lois Wilkerson commented that there are six (6) goals.

Action: A motion was made and seconded to amend the goals listed in the September 18, 2013 Minutes as follows:

Remove the first two goals, leave the third and fourth goals, and add “Prioritize Strategic Initiatives that support the Master Plan goals”.

Motion carried with the following vote:

Yes: Twenty (20)

No: One

Abstention: Two

Planning Guide Review and Update

Cheryl Stewart distributed a planning guide timeline (3 sheets) which includes a PIEAC calendar tied to months. She presented and reviewed the PIEAC Planning Calendar tied to months and significant changes in the Annual Integrated Planning Process. In November, the Wing Planning Councils will meet. The broad representation will cover the constituents and the entire college. The Wing leaders will provide their reports during the month of February. PIEAC will then prioritize the request at the first meeting in March. The prioritized list will be sent to the Budget Committee by their first meeting in March. They, in turn, will provide their recommendations by PIEAC's second meeting in March.

PIEAC will then forward its recommendations to College Council for review. College Council will approve the recommendations and forward them to Administrative Service by the end of March for the proposed budget. The proposed budget will be completed and sent to the President by April 15. Vince stated that it would be helpful if the planning guide were shown with track changes or some other version so that others could easily view actual changes. Approval should be delayed until that is done. Then it can be created in a Draft form so that the Guide could be edited; then Actions can be taken on edits to the Guide. Cheryl stated that the key addition was emphasizing the Wings' process so that it is clear. Vince recommended formalizing the membership and charge of the Planning

Council. He suggested that this be submitted at the same time for discussion with the Senates. Dialogue for the Annual Report should be conducted at the All College Meeting. One member suggested that the Annual Report should be sent back to Planning once it has been dialogued. The main concern is closing the loop in the process. Cheryl stated that this evaluation could be done in May so that it could be implemented in the Fall.

Action: A motion was made and seconded to edit the Planning Guide utilizing the information provided in this PIEAC Planning Calendar, and bring it back for approval to adopt.

Motion carried with the following vote:

Yes: Twenty (20)

No: None

Abstention: Two

At the next meeting, Cheryl will present the Calendar and print it in color to show changes with highlights.

Christine Nguyen requested confirmation that the decision was that this committee will determine the charge and composition of the Wing Planning Council for approval and then appoint staff and faculty members to serve on the Council. She pointed out that the composition must be approved by November. Vince stated that this body does not approve the membership; College Council approves the membership, and they will discuss this with the Senates.

Vince requested that a notebook which includes the Planning Guide be provided to the Student Representative (Kevin Nguyen) of this Committee.

Discussion Items

Roles and Responsibilities (tabled until next meeting)

Members of the Budget Committee

The Committee discussed members of the Budget Committee to include members of the PIEAC Committee in order to provide a better understanding of the budget and the impact to the Master Plan and the Planning Process. One member suggested merging the two committees since PIEAC drives the Budget Committee. A discussion ensued with regard to the Budget Committee and PIEAC Committee, and how one impacts the other.

Pedro announced that this item will be taken to Action at the next meeting in order to vote on whether members of Budget Committee should come from the Planning Committee. Cheryl recommended opening the meetings of both committees to the constituencies.

Presentation Items

Community College Advisory Board - Jorge Sanchez distributed a copy of a slide show for the Education Advisory Board Log In Process. Coastline College has become a member of this Board located in Washington, DC. It is a research source that produces a variety of research documents and resources available to our college in order to assist Coastline in research and planning for custom studies. He provided an overview of the Membership, the Member Log On process, and the search process. Jorge

stated that he has moved some of the PDF documents on to the Research and Planning web site, which will make it easier to conduct searches.

MAJOR AGENDA ITEMS FOR October 16, 2013 MEETING:

- Minutes of September 18, 2013 Meeting
- Process of Minutes to first be sent to Scott Davis for proofing prior to being sent to Committee Chairs for review
- Approval of Edits to Planning Guide
- President's Wing
- Roles and Responsibilities
- Action Item – Approval of appointing Members of the Budget Committee who also serve on the PIEAC Committee
- Discussion of Membership of the Planning Council
- Meeting the Completion Agenda

NEXT MEETING:

October 16, 2013 / 1:30 p.m. to 3:30 p.m. / 4th Floor Conference Room / College Center

ADJOURN

There being no further business, the meeting adjourned at 3:30 p.m.