**PLANNING, INSTITUTIONAL EFFECTIVENESS, AND ACCREDITATION COMMITTEE**

*(PIEAC)*

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September 4, 2013

College Center / Fourth Floor Conference Room

**MINUTES**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Present** | **Member** | **Present** | **Member** | **Present** | **Member** | **Present** | **Member** |
| X | L. Adrian |  | E. Garcia | X | L. Kuntzman | X | H. Rothgeb |
|  | D. Aistrich | X | S. Gonzalez |  | L. Lee | X | C. Ryan |
| X | C. Arellano | X | J. Groot | X | R. Lockwood | X | J. Sanchez |
| X | G. Berggren | X | P. Gutierrez | X | V. Lopez |  | R. Shiring |
| X | J. Colson |  | N. Hoang | X | L. Melby | X | C. Stewart |
| X | S. Davis |  | M. Halverson | X | C. Nguyen | X | L. Wilkerson |
|  | K. Erdkamp | X | A. Holliday |  | C. Oberlin |  |  |
| X | M. Fry | X | N. Jones | X | V. Rodriguez |  |  |
|  |  |  | N. Kabaji |  |  |  |  |

***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 reports, informs, and seeks approval from College Council.***

Co-chair, Dr. Pedro Gutierrez called the meeting to order at 1:37 p.m. in the 4th Floor Conference Room of the College Center.

P. Gutierrez welcomed new members Scott Davis, Laurie Melby, and John Colson to the committee. In addition, he also welcomed back Joycelyn Groot who returned to our committee.

**AGENDA:**

The agenda with the addition of Review/Discussion of the Planning Guide item was approved by the committee.

**MINUTES:**

The committee approved the revised Minutes of the May 15, 2013 meeting with the following changes:

* Page 2: replace $1.57 million for COLA with 1.57% for COLA
* Page 5: Spelling correction for Sheryl to Cheryl and Holiday to Holliday

**Motion carried with the following vote:**

**Yes: Nineteen (19)**

**No: None**

**Abstention: Two (2)**

**DISCUSSION OF COMMITTEE MANDATE/PROTOCOLS**

Co-chair, Dr. Vince Rodriguez opened the floor for review of the committee mandate. The committee approved the revised mandate on a voice vote to read:

*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.*

V. Rodriguez requests that everyone take turns when speaking and that all members raise their hands prior to speaking.

Co-chair, Dr. Pedro Gutierrez would like for the PIEAC agenda to be created with a division of action items, reports and a discussion section.

V. Rodriguez would like to see Accreditation Update always on the agenda.

Ann Holliday would like to see more descriptions on the agenda for each item.

**COMMITTEE MEMBERSHIP**

Robert Covert, R.J. Waters, Michelle Wild, Michael Warner and Dan Jones are no longer on the PIEAC.

New members to the committee are:

Dean, Military & Contract Education or Designee (Joycelyn Groot)

Dean, Counseling & Matriculation (Interim) (John Colson)

Executive Dean, Learning & Information Technology (Interim) (Laurie Melby)

Faculty (Scott Davis)

Faculty Counseling (Eric Garcia)

Faculty CTE (Kevin Erdkamp)

Faculty Technology/DL (Richard Shiring)

Faculty General Education (Noha Kabaji)

IT Director (Craig Oberlin)

Faculty General Education (Lisa Lee)

ASG President or Designee (Ngan Hoang)

**ONGOING BUSINESS:**

**WING UPDATES:**

Christine Nguyen, Vice President of Administrative Services, reported that Andy Dunn, Vice Chancellor proposed a new budget model for adoption. Some of the highlights from the report are:

* $37 million ending balance
* $25 million ending balance at the District
* $12.4 million ending balance between all three colleges
* $2 million ending balance at Coastline

The final audit report will be presented to the Board by November 15, 2013. There are no initial findings in the audit report.

C. Nguyen reported that Coastline Community College is no longer the provider for the One-Stop Center. All services previously provided by the One-Stop Center continue to be provided, but through a different agency. All employees at the center received a forty-five (45) day layoff notice prior to June 30th. Each employee at the center will go on the thirty-nine (39) month list for reemployment within the district. The District is currently working on an MOU regarding reemployment opportunities within the district for all laid off employees of the One-Stop Center.

A major effort was made to relocate the employees from the One-Stop Center to existing vacancies. We were able to place one (1) employee in the Admissions and Records Office, one (1) employee at the Career Center, and one (1) employee at Orange Coast College.

C. Nguyen reported that every employee who took furlough days during 2012 will be entitled to receive the stipend that pays each employee back for furlough days taken. The staff from the One-Stop Center will receive such stipend and have been notified.

Dr. Vince Rodriguez, Vice President of Instruction and Student Services reported that Student Services Counselors are active with DegreeWorks and that he is very proud of the counselors and the staff advisors for all the work they have done.

V. Rodriguez reported that Sallie Mae was bought out by a company named Higher One. This change has proved to be challenging for students when collecting refunds and disbursements. C. Nguyen reported that part of the condition through Sallie Mae to Higher One is that they will install ATM machines at each college. As a result, a Higher One ATM machine has been installed at the Garden Grove Center so students may get money out of their Higher One accounts. There is no need to install ATM machines at the College Center and Newport Beach Center since there is already an ATM machine from Schools First Credit Union installed at these locations. Schools First Credit Union has agreed to waive the withdrawal fee from their ATM machines for students using a Higher One debit card.

The Admissions and Records team has done a great job in assisting students with obtaining their refunds and disbursements from Higher One.

V. Rodriguez reported that the college will begin the process of hiring a new Dean of Counseling, Dean of Newport Beach, and the Administrative Director of Institutional Effectiveness. The hiring committee for the Dean of Newport Beach will be searching for a dean that has a science background, since we are trying to focus Science, Technology, Engineering, Arts, and Mathematics (STEAM) at the Newport Beach Center.

V. Rodriguez noted that enrollments are very strong and that we are above our fall FTES goal. We set a goal of approximately 150 FTES above what district requested as our target. We are 150 to 200 FTES above the District’s intended target.

V. Rodriguez thanked everyone for what they are doing to raise our FTES.

Jorge Sanchez reported that Goldenwest College is barely a percent higher than where they were last year. Orange Coast College is above last year by about 200 FTES. Coastline is providing about two thirds of the overall growth for the district.

V. Rodriguez reported that students who wish to take classes during Intersession will be able to register during the month of November. Joycelyn Groot noted that marketing to veterans for Intersession is ideal because of the break in pay that all veterans have during the months of Intersession. Allowing veterans to take classes would end the break in pay for them. V. Rodriguez will confirm if LHE’s for faculty teaching during Intersession will go towards the fall or the spring.

V. Rodriguez reported that the college has been considering going back to the three (3) vice president model and that the three (3) vice president model has been discussed at the Academic Senate, Classified Senate, and at the Blue Ribbon Management Team meetings.

On a motion by Marilyn Fry and seconded by Ann Holliday, the committee endorsed going back to the three (3) vice president model.

**Motion carried with the following vote:**

**Yes: Twenty-one (21)**

**No: None**

**Abstention: None**

**PRESIDENT’S WING**

Dr. Lori Adrian, President reported that for the Accreditation Standard Four (4) our college will have Ann Holliday and Margaret Lovig as the co-chairs and Dr. Pedro Gutierrez, Academic Senate President will participate in the writing for Standard Four (4). This will allow for the report to be written at the college level.

L. Adrian reported that the IT operational budget has been moved to the District, so that they are able to maintain the same level of support. Coastline has requested that the District provide a description of what that level of support is to determine if we want to make changes. The District is hopeful that we will begin to see savings from the IT reorganization during the 2015/2016 fiscal year.

C. Nguyen reported that the District ending balance of $25 million is reserved at the District for a variety of things. Vice Chancellor, Andy Dunn would like to increase the Rainy Day Fund and will be using funds from the District ending balance to do so. The Rainy Day Fund is a district mandate, while the Reserve Fund is mandated by the state. Our Reserve Fund is below state-wide average in comparison to other colleges within the state.

**ACCREDITATION UPDATE:**

Dr. Vince Rodriguez, Vice President of Instruction and Student Services provided the PIEAC with a handout titled *Accreditation Commendations/Recommendations*. The handout goes over all college commendations, district recommendations, commission recommendations, and college recommendations. Page three (3) of the handout provides a chart listing each recommendation, action improvement plans, and who is the responsible committee/person for each recommendation. V. Rodriguez will make a recommendation to the Accreditation Steering Committee that a team be assigned to each recommendation to begin writing the report.

V. Rodriguez reported that while we are on warning status, we are still accredited and that students need to be made aware of this.

The handout can be obtained from the Office of Instruction.

**NEW BUSINESS**

**May 1, 2013 Minutes Page Four (4)**

On a motion by Cheryl Stewart and seconded by Ann Holliday, the committee approved the changes made to page four (4) of the May 1, 2013 minutes.

**Motion carried with the following vote:**

**Yes: Seventeen (17)**

**No: None**

**Abstention: Four (4)**

Ann Holliday requests that all committee members receive a copy of the timeline for PIEAC to be able to make informed changes.

**Committee Effectiveness Survey**

Dr. Jorge Sanchez provided the PIEAC with a handout titled *2012-13 PIEAC Committee Evaluation Survey.*

Twenty-one committee members responded to the survey that was completed last year and their responses will be used as feedback for the PIEAC. The survey has a set of questions regarding:

* Collaboration
* Transparency
* Evidence-Based
* Effectiveness
* Efficiency

Results are to be received as feedback and should be used to improve the PIEAC. The same survey will be repeated in May 2014 and should show improvement when compared.

The handout can be obtained from the Office of Research.

**Information Technology Reorganization**

Christine Nguyen, Vice President of Administrative Services reported that several classified staff and faculty are not aware of who to contact when they experience an IT issue. Dr. Andreea Serban, Vice Chancellor has created a template that provides IT contact information for all three colleges. The IT template will be sent out college-wide.

The new IT supervisor position hopes to go to the Board on September 18th and will begin working on October 1, 2013.

Craig Oberlin, Senior Director, College IT is currently assigned to assist Coastline as well as Orange Coast College.

**Technology Project Initiatives**

Christine Nguyen, Vice President of Administrative Services reported that $3.6 million from Measure M will be used for technology upgrades. The goal for this upgrade is to replace all old computers. A purchase for five-hundred (500) new computers for full-time staff and faculty has been scheduled for November 2013.

**Seaport**

There will be an evaluation of Seaport since it is the District’s desire for all three colleges to be on the same platform. Coastline will be leading the task force that will evaluate the system. There was a recommendation from the Technology Committee to provide funding to improve Seaport. If Seaport is not chosen as the learning management system then the funding will need to be allocated to fund a different project.

**Close the Loop**

Cheryl Stewart provided the committee with a handout titled *Planning Assumptions.*  The handout provides a timeline for planning, committee planning calendar for Program Review and a planning calendar for the PIEAC.

C. Stewart requests that any feedback regarding the handout be sent to her via email.

The handout can be obtained from Cheryl Stewart’s office.

**MAJOR AGENDA ITEMS FOR SEPTEMBER 18, 2013 MEETING:**

* Review of Process with Goals
* Temporary Employees
* Master Plan
* Goals from Master Guide
* Planning Guide

**NEXT MEETING:**

September 18, 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 3:33 P.M.