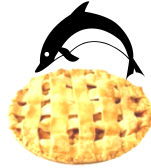


PLANNING, INSTITUTIONAL EFFECTIVENESS AND ACCREDITATION COMMITTEE

(PIEAC)



March 7, 2012

Fourth Floor Conference Room, 1-3 pm

Minutes

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

Guest: T. Boehler, J. Breihan

Recorder: B. Perdue

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.*

T. Boehler was asked by committee member, V. Rodriguez to attend the meeting in his absence.

Agenda: N. Jones moved to accept the agenda, C. Stewart - second. Committee approved.

Ongoing Business:

Review of Committee Minutes: February 1, 2012 and February 15, 2012

February 1, 2012: R. Covert moved to accept the minutes, N. Jones - second.

There was a discussion regarding how the committee would like an individual's name referenced in the minutes. The committee agreed that using the first initial of the first name and the last name would be reflected starting with the February 1 minutes. The minutes will be modified and then posted to the website.

The committee approved the minutes.

February 15, 2012: C. Stewart moved to accept the minutes, A. Holliday – second.

A. Holliday submitted changes to the minutes. The minutes will be modified to reflect these changes and posted to the website. Committee approved.

Finalize Vision and Mission Statements (PIEAC Committee Action)

J. Sanchez shared a revised hand-out of the proposed statements from the Academic Senate, Classified Senate and Blue Ribbon Management. There was a lengthy group discussion regarding our mission statement. The committee came up with the following statement:

- Coastline Community College will promote academic excellence and student success for today's global students through accessible, flexible, innovative education that leads to completion of basic skills, certificates, associate degrees, transfers, and employment.

M. Lovig will email the statements to M. Fry to check the grammar and punctuation. Once the statements have been reviewed, they will go out for the first vetting to the constituency groups for feedback. When the statements go out the second time for vetting, it means this committee has given an extensive look at all of the feedback received from the constituency groups, considered them along with the accreditation standards in the last accreditation report, and made a decision that fits Coastline. Constituency groups may make comments when it's sent out the second time, but the PIEAC committee does not have to accept any changes at that time, unless they want to. If you don't vet it twice, it doesn't come out right in your dialog.

J. Breihan suggested that when we send the statement out to the constituency groups that we preamble it with, PIEAC has developed this as our mission statement with representation from all constituency groups.

Vision Statement

The committee discussed the suggestions that were submitted from the constituency groups along with other suggestions from the PIEAC committee members and came up with the following statement:

- Creating opportunities for Student Success

The statements will be emailed to M. Lovig for distribution.

Budget Report

C. Nguyen stated the district needs a tentative budget adopted by June and a final budget adopted by September 15th as mandated by the law. Coastline needs to have a balanced budget forwarded to the District by May. The budget deficit targeted for Coastline at this point is 1.1 million. We are approximately \$500,000 short. The budget solution would have to align with enrollment management.

The charge of the budget committee is to develop ways of looking at the budget and helping to create revenues for the college. Develop strategies for balancing the budget and then integrating our planning needs to connect with our goals and initiatives of the college. We have the goals but not the initiatives.

A. Holliday advised that at our next meeting, we will be hearing presentations from Program Review and Ancillary Programs. They will be giving the committee information on what they are doing. Then, at the next Budget meeting, we will be getting information especially from the Ancillaries on how they're going to be able to contribute to the college next year. J. Groot advised that there wasn't enough time before the next meeting for her to give revenue projections for 2012-13. She suggested using the same figures that were used in 2011-12.

Due to meeting conflicts, the committee agreed to change the next PIEAC meeting to start at 12 noon which will be followed by the Budget Committee Meeting from 2-4 p.m.

A. Holliday requested that handouts be sent to the committee members prior to the meeting so the documents may be reviewed in advance.

Planning Guide

A. Holliday requested that we add the Planning Guide Review to the agenda for discussion.

J. Sanchez brought a newer version of the Planning Guide and was distributed to the members.

Planning Oversight – PIEAC

M. Lovig presented the recommendations from the Academic Senate. They are asking for the following positions to be added to the membership list:

3rd Dean of Instruction
Faculty – Counselor
Faculty – Curriculum

The Academic Senate is recommending that the Vice President of Instruction and Student Services be one of the designated co-chairs for this committee, once that person is in place. The Vice President of Instruction and Student Services will have a huge responsibility since Department Services Reviews will be coming to this committee and they will be connected to 90% of those reviews. The way the membership is written, each year when the committee is formed, the committee decides who is going to be the co-chair. In the beginning, we didn't want to have it structured but now the Academic Senate believes it should be structured.

The PowerPoint slides will need to be revised to reflect the changes today. The agreement is that each committee member will be an ambassador, able to talk through the document, because our goal is to have college-wide knowledge about the planning process.

C. Stewart wanted to remind everyone that this document is going to be reviewed and evaluated on an annual basis. There's going to be changes and improvements to the process and that includes the make-up of the committee.

When the Senate sends the letter to the faculty asking them to list the committees they would like to serve on next year, the faculty member will need to specify the specific seat they want to fill on this committee.

N. Jones stated it was brought to her attention that instead of having "President" or designee, we should have "Coastline" President or designee.

C. Arellano expressed a concern regarding the total number of seats for classified and wanting to make sure classified were well represented and not intimidated by the larger number of faculty and managers.

A. Holliday reminded the committee, if you are a member of this committee and you can't attend, you should be contacting your constituency group to get someone to attend in your place, and that hasn't been happening. If a Senator is unable to attend a meeting, they inform the office.

II. Planning Cycles & Processes

J. Sanchez shared that Section II has been incorporated into the new version of the document, showing the annual planning diagram. A recommendation was made for the document to be reviewed for word consistency. Additional comments were made regarding the Planning Cycles and changes will be reflected in the next version.

III. Primary and Secondary Plans

N. Jones recommended that we include a Professional Development Plan under Secondary Plans, which encompass the entire college. Currently, Title III has staff development funds, leadership has staff development and Senate has staff development with Brown Bags. It's important to have a coordinated effort for the college's staff development plan.

A. Holliday stated it should be "Professional Development" instead of Staff Development.

The committee discussed the various plans, ancillary units, grants, etc. At the last meeting, it was suggested that we add another category to the list under secondary plans, and call it Innovation Plans with the following bullets:

- Grants
- Partnerships
- Entrepreneurial Efforts

This information is not reflected in the current version of the Planning Guide.

The committee discussed at length the Technology Plan. D. Jones is working on the Technology Plan and it should be available for review by the end of March.

A recommendation was made to have a comprehensive list of wing plans under secondary plans; these changes will be reflected in the next version of the Planning Guide.

L. Adrian spoke to C. Hasson and was told that the document looks good and she commends everyone who worked on it. The key is how we implement and measure it. We need to continue to work on our key performance indicators. Planning as it relates to making sure the integrated planning, make sure we follow our plan, implement our plan, assess it, and make sure there is a connection from planning to budget to resource allocation. The other is culture of evidence and part of the culture of evidence is planning institutional effectiveness measures. Most importantly, and these are in our Education Master Plan, there are specific measures for each of the goals. The committee still needs to go through and create those measures.

L. Adrian would like us to be more proactive in driving the timelines for completion.

J. Groot stated that you may drive the completion dates but the student may not meet those dates. In the Military department, when we have a student request a degree and select a major, it's entered into Banner. Then the student is declared and we have an Education Plan on file, while they're pursuing their degree. You can track their progress and contact them if you notice they haven't taken any classes in a semester.

At the next meeting the following items will be added to the agenda:

Program Review Validation Reports (V. Rodriguez) – M. Lovig suggested that V. Rodriguez make the validation reports from the past five years available to the committee electronically.

Enrollment Management Plan (Vince Rodriguez)
Department Services Review (J. Breihan)

The committee was encouraged to read the Hoover Report handout.

L. Adrian recommended that at future meetings, we allow ten minutes to look at data. The ARCC report was presented at the last Blue Ribbon Management Meeting and it would be good to have a brief conversation regarding data at our meeting.

Next Meeting: March 21, 2012