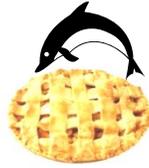


# PLANNING, INSTITUTIONAL EFFECTIVENESS AND ACCREDITATION COMMITTEE



**(PIEAC)**

November 2, 2011

Fourth Floor Conference Room, 1-3 pm

## Advisory Committee Highlights

Present	Member	Present	Member	Present	Member	Present	Member
	K. 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		D. Jones	x	C. Nguyen	X	R. Covert
	G. Berggren	x	N. Jones	x	V. Rodriguez	x	L. Wilkerson

Guest: Cathy Hasson, Nate Harrison (for Joycelyn Groot)

**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.*

Highlights from the October 19, 2011 meeting were reviewed and changes to those minutes were suggested. Included in those changes was a review of the college’s Mission Statement revised to read as follows:

“Coastline Community College promotes academic excellence and student success through accessible, flexible, innovative education for today’s global students.”

### Ongoing Business: Mission Statement

There was discussion regarding the best method to deliver the proposed statement to the college body for their input. A paper statement has already been previewed by the Academic Senate, and we need to have it distributed in some form to Classified Council, the Management team and our student body.

**Action:** Jorge Sanchez will prepare a message to be sent college-wide from our college president, Lori Adrian. The message should contain the definition of what a mission statement is as well how our current mission statement reads, prior to any proposed changes. We would like to receive all comments or suggestion back by December 7, 2011 in order to have it finalized to meet the college catalog printing deadline.

One suggestion proffered was to have a sub-committee review and collect any proposed changes. Instead, changes should be sent to the constituent’s representatives who will present them to the PIEAC members. For example: Classified Council will have it on their agenda and ideas from that discussion will be documented in their minutes. Vince Rodriguez will contact management and document their

discussion and keep their e-mails as evidence to support their suggestions, if any. Students can be contacted either through g-mail or MYCCC screen announcement and the statement can be discussed in the Associated Student Government meetings. Lori Adrian will have the appropriate e-mail response collectors identified for the distribution of the Mission Statement.

### **New Business: Sub-Committee Reports:**

**Strategic Initiatives:** Cathy Hasson attended the meeting to assist with the assignment the teams had in writing their reports.

- **The Cycle of Planning** was the first report reviewed. Vince Rodriguez presented a diagrammed draft illustrating the cycles, their links and a proposed timeline. Tying Program Review to the Planning Process is essential in prioritizing needs that will eventually be carried forward to the Budget Committee.

(Various models from other colleges were looked at and discussed briefly).

When developing the cycle, we should consider how wing prioritization fits in along with how SLOs and DSRs are linked with Program Review and data gathering.

Cathy suggested that we continue to refine and connect the budget allocation all the way through to presentation to College Council. Also, we could layout a timeline done in a calendar spreadsheet format. Once modifications have been made, it could be sent out electronically.

- **Primary and Secondary Plans** was discussed by Ann Holliday who also distributed a handout. She explained the changes that are taking place in Program Review where the data gathering will take place in the spring/summer period and all presentations should be wrapped up by November or end of fall semester. The goal is to critically analyze the data for presentation to PIEAC in the spring. The mandate is to identify the various departments' needs that will be carried forward for prioritization.

(A discussion ensued regarding the spring calendar months and when the Budget Committee needs to have the data for budget development for district. This topic will continue to be discussed in future meetings).

When discussing the various college and district plans, some other suggestions included; having an annual review of the Educational Master Plan, an annual update from all academic programs and department service reviews, and inclusion of Foundation, One Stop and Grants in our planning process.

Additional suggestions included having an annual review of the Educational Master Plan, an annual update from all academic programs and department service reviews, and consideration of our emerging programs to ensure that they are not developed in a vacuum and are included in the program review cycle. Those categories listed as "support plans" need to be integrated and implemented based on the direction the college is going. We do not however, want to stifle the college's innovative spirit by micromanagement, especially our entrepreneurial ventures.

There are many areas that need to be defined and linked. When taking an inventory of our plans, we are missing our wing plans which should specifically address the goals and initiatives found in our college Master Plan. We need to address long term goals in our Educational Master Plan along with prioritizing three or four initiatives. Wing plans should address the initiatives and articulate them by developing sub-plans. For example, the Student Services wing could address the service area's needs.

Many questions were raised: faculty prioritization, where does it reside? Does it need a budget component? Does Program Review drive allocation of resources (needs)? How do we prioritize personnel? How do Management and the Classified units provide input? Does the college's

mission drive or override the program review process? There are also additional factors that need to be identified keeping in mind the strategic direction we want to go in.

- **Planning Oversight:** Margaret Loving passed out a copy of the committee list drawing attention to PIEAC's mandate. For the next meeting, she asked the members to do the following:

**Action:** This committee needs to review our mandate and the purpose of PIEAC and see how it fits into our Master Plan. Do we need to revise our mandate?

- Jorge Sanchez distributed his handout on **Ongoing and Systematic Assessment of Key Performance Indicators** and **Evaluation of the Planning Process**. After review, it was suggested that we again look at the framework and identify some key questions that could help ascertain how well we are linked as part of our evaluation process. Also, once our initiatives are defined, additional indicators will be identified in helping us track the progress the college is making in reaching our goals. Our progress tracking and key performance indicators of our success need to be measurable.

**Action:** The committee's charge was to continue to develop the drafts which should be submitted to Cathy Hasson and Jorge Sanchez by November 30<sup>th</sup>. We would like to make a packet of them for review by College Council who will be looking at committee structures. We would like to have it organized by the December 7<sup>th</sup> meeting

**Next Meeting: November 16, 2011**