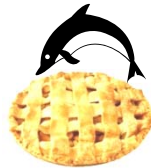


PLANNING, INSTITUTIONAL EFFECTIVENESS AND ACCREDITATION COMMITTEE

(PIEAC)



November 16, 2011

Fourth Floor Conference Room, 1-3 pm

Highlights

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

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.*

Approval of Committee Highlights: Highlights from the November 2, 2011 were approved without any changes.

Ongoing Business: Reports from Sub-Committees

► **Continued Dialog:**

Nancy Jones stated the importance of documenting discussions especially the word flow when discussing our planning cycle. We need to be clear as to what we did in evaluating last year's planning and what we are doing now, since we are in a period of flux while developing new processes. As seen in last year's MPB minutes, we recognized the need for better planning. This year, College Council will document how we evaluate our processes. In the past, Mission, Planning and Budget (MPB) received planning input from the three college wings, which in turn sent requests to the college's financial task force for prioritization. Requests from ending balance funding were presented and priority initiatives considered. Where were the wing plans requests documented or evidenced in any report? Were the requests made, addressing specific past developed goals, and were recommendations made on perceived funding availability? Now, the committee needs to perfect our process, clarify it, making the process transparent and documenting it.

Vince Rodriguez has been working on the planning cycle timeline. Do we want to illustrate it in a table or use more color coding? The committee opted for developing a more visual timeline.

We also need to come up with some kind of rubric or some way of directly tying our mini annual reports or combination of information into one document. Program Review has made it their goal to have all recommendations ready by the end of February to send to PIEAC. We need to restructure programs, curriculum and services to make sure they are meeting their goals or setting new ones.

It was suggested that Program Review do a college-wide presentation where needs and resources could be shared. It possibly could be done as a Town Hall meeting where the information is documented and shared with all constituents.

This year is one of transition from our old planning methods to developing new planning processes. Therefore, it is important to document what we do and tie our processes to initiatives. In the past, it was not linked to our budget process and was inconsistent. Now with our new planning, our new structure will be evaluated at the end of the year. Our sub-plans will be linked to specific standards as well as other plans.

Nancy Jones' report emphasizes sharing with other committees with linking through Program Review. We need one matrix to cover requests for resources. When reviewing Mt. San Jacinto's rubric, there is a scoring plan that we could possibly adapt for Coastline's use.

Vince will continue to work on the Planning Cycle redefining the diagram. Linking requests from Program Review to our College Council, which will be the primary recommending body, and then on to the President for final prioritization.

Ann Holliday, when discussing our other college sub-plans, posed the question as to how other groups vet their plans or ideas if they are not encompassed in Program Review? We need to have some way that exchange of ideas can be vetted outside the planning process that are open for exploration and that won't curtail our innovative thinking. An example would be our grants. How do we implement these ideas if there will be a collegiate impact?

Should we have shared governance "councils" at the department level who have representatives sit on College Council? Do we need another level of planning or keep our committees at the advisory level? New ideas and concepts could go through our department wings, or Academic Senate. PIEAC does not want to micro-manage and yet is there some kind of process that can flow without going through a formal body? We have constituency based committees and their appointees could present either at PIEAC or at College Council. However, for the communication workflow to be affective, it needs to have a known process. There could be a checklist indicating that the concept was vetted at the wing level and is connected to our goals and our mission before it is brought to either PIEAC or College Council. We could also develop four or five specific questions as to how it links to planning and budget; questions that would normally be asked in either committee. We need to not get bogged down with too much bureaucracy, especially since our vision is "success without barriers" when encouraging new concepts and ideas to be brought forth.

Action: Could we come up with a short list of questions or feedback for our next meeting? Ann will put together something for next meeting.

(As a side note: Joycelyn Groot will be joining Ann Holliday's standard team focusing on Planning and Secondary Plans)

In addition to our A List Committees, we have our secondary committee list such as Professional Development, International Students and Intercultural committees that require seed money.

► **Beginning Feedback from Academic Senate of Proposed Vision and Mission and Goals:**

Our mission statement and college goals have been sent out college-wide. Feedback was requested, and as of this date, the response has been weak. Goals were attached, not for comment, but given to have constituencies comment on whether our mission statement links to these goals. We will again re-send our mission and vision statements out college-wide looking for responses.

- **Review of PIEAC Mandate:** Should the term “mandate” be changed to “mission”? This change will go to College Council to see if it needs to be rewritten. If it is re-written, we need to ensure that it addresses integrated planning, be articulated clearly and indicate whether PIEAC is a recommending or an advisory body. Currently, all committees are advisory, but is PIEAC advisory to both budget and College Council?

Action: Jorge will send out samples of how other Planning Committee documents read.

There was a brief discussion as to whether the wording “meets or exceeds institutional and accreditation standards” could be changed to include something similar to “improving student learning.” This can be discussed further.

New Business:

- **Accreditation Standard II: Evaluation of Institutional Effectiveness:** Gayle Berggren specifically drew the committee’s attention to question #7 of Standard I that deals with the evaluations. What mechanisms are in place and how do you evaluate your evaluations? We need to review our processes on how we assess our programs and our processes. When measuring what and how we measure, is it accurate? Should we also have Program Review evaluate the processes developed by PIEAC and should other committees be involved in PIEAC’s evaluation? Should all committees be evaluated, and if yes, do we need a task force to develop the tools used in this type of evaluation? Could a short survey be developed for a systematic evaluation that could be deployed through College Council? The survey should inquire as to committee effectiveness, structure, whether it meets its mandate, etc. for a start. We need to examine how we evaluate our planning process and our governance process.
- **Closing the Loop Survey:** Gayle Berggren distributed copies of her “Closing the Loop” survey (addressing SLO’s) which will be the focus of our Spring, 2012 All College Meeting. Accreditation needs documentation and Academic Senate has agreed that there can be a discussion regarding the work that has been done creating and collecting SLO’s. The end results of the survey will be posted to Jorge Sanchez’s Institutional Effectiveness website. The question was raised whether there would be time to do a follow-up survey tying the SLO’s to the budget process, which would be difficult based on the timeline. Academic Senate has added question #10 but we still need a separate survey for our classified side. We should review the survey and identify our problem areas. We could also make the survey results open to the public by posting results on a public website. One suggestion was to change the language “basic skills” to “student success.”

Gayle asked the members review the document for further changes. A motion was made and passed that the Closing the Loop survey be implemented at the Spring All College Meeting and published on a public website called Institutional Effectiveness. A parallel process needs to be established for Student Services. Can this be done through Program Review? In the end, we need we need to demonstrate how we changed or improved and this will close the loop.

► **Announcements**

- Brown Bag Lunch with Dr. Andrew Jones – Strategic Forecasting: Please attend if you can.
- Proposed College Re-Organization – Dr. Lori Adrian: The Plan is out there and is being vetted to all departments.

► **Other: Distribution of Community Colleges on the Horizon & Reading Assignments:**

Copies of the book were distributed to all committee members who were present and who hadn't previously received it. Members were asked to each take a chapter, read it and come back to the committee with a brief summary of the assigned chapter. All members are asked to refer to the back of the book to take a "pre-test". When you complete the book, you will be asked again to take the test to see how your responses and perceptions have changed.

Action: For February's meeting, those assigned, please be ready to summarize your chapter for the committee.

1. Chapter 1 – Bob Covert
2. Chapter 2 – Vinicio Lopez
3. Chapter 3 – Shanon Gonzalez
4. Chapter 4 – Vince Rodriguez
5. Chapter 5 – Christine Nguyen
6. Chapter 6 – Joycelyn Groot
7. Chapter 7 – Nancy Jones
8. Chapter 8 – Ann Holliday

Next Meeting: December 7, 2011 – cancelled

February 1, 2012