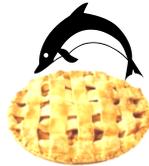


PLANNING, INSTITUTIONAL EFFECTIVENESS AND ACCREDITATION COMMITTEE

(PIEAC)



February 15, 2012

Fourth Floor Conference Room, 1-3 pm

MINUTES

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

Discussion of Minutes: A. Holliday made a motion to table the minutes until the next meeting which will be Wednesday, March 7, 2012. N. Jones – second. Motion approved.

M. Lovig would like the committee to review the minutes from the February 1st meeting and be prepared to discuss at our next meeting how in-depth the minutes need to be. The Accreditation Committee will review these minutes because the College's Planning Process is being re-developed. We want to make sure we come up with a model that is usable and captures the dialogue.

Ongoing Business:

Review of Vision and Mission Statements

The Academic Senate submitted their changes to the Mission and Vision statements. C. Arellano will add this item as an emergency item to the Classified Senate agenda tomorrow for review and consensus.

This committee collects all of the comments from the constituency groups then the committee decides if they want to make changes to the statements. Once the statements have been modified, they will have to go back out for a final proof with the Academic Senate sending final process to the Board of Trustees through the college president. This item will be officially addressed at the next Blue Ribbon Management meeting.

A concern was noted to the committee that out of the 20 members on this committee only nine were present. This is an important topic and constituencies need to be well represented.

There is a concern regarding the timeline for the modified statements with the printing of the catalog and other publications that need to include the Mission statement. We want to tell the Accrediting Institution that the statements were reviewed by everybody that is connected to the college and was not limited to the Academic Senate, Classified Senate, and Management committees. We will re-visit this at our next meeting.

C. Hasson added an introductory statement to the Planning Guide. The goal is to create a final draft that can be vetted to the constituency groups. Some additional handouts were brought to the committee and distributed.

The committee reviewed the Planning Guide and numerous changes were made and those changes will be reflected in a new draft at the next meeting.

Planning Oversight

The committee discussed the membership and a revised list will be included in the next draft. (See attached)

Planning Cycles & Processes

V. Rodriguez presented a new diagram of the Six-Year Planning and Assessment Cycle. The six-year cycle is based on the accreditation cycle. Additional details were added, linking the process through Program Review and our accreditation cycle. V. Rodriguez stated that PIEAC, Budget and College Council will not be allocating the resources; College Council will be the primary recommending body, and then on to the President for final prioritization. The chart shows the larger process and how the Education Master Plan links with everything and how it's ongoing.

This section needs to have a couple of visuals and short narratives. The title for this section will be changed to "Planning, Assessment and Decision Making Cycle". The planning timeline needs to be flushed out and reflect what's in the visual.

It was recommended that all departments have departmental and discipline planning meetings during the fall semester. We should have a starting point beyond the stakeholders because if there are new laws, regulations, changes in the organization, etc. you would have to assess your plan.

Primary and Secondary Plans

The Planning Procedures and Program Review section needs to be removed since it is covered in more detail in Section IV. Categorical Programs needs to be added under Instruction and Student Services Secondary Plans.

There is a concern that we haven't included in the plan where new and creative ideas are vetted. The group sees that as a weakness in the plan. We need to include in the document those areas that are critical to the college and prioritize the budget decisions. They need to be controlled within the parameters of accreditation. All programs need to go to Program Review for evaluation. A suggestion was made to add another category to be listed under Secondary Plans and call it Innovation Plans with the following bullets: Grants, Partnerships, and Entrepreneur Endeavors.

IV. Links to Budget and other Plans

N. Jones reported that a few changes were made to this section. The wings will be notified of the decisions for the directives of PIEAC. Also, reports from PIEAC will go directly to College Council instead of the President. We would like to build awareness, so that people are involved on all levels not just for approval.

Under Planning, Institutional Effectiveness and Accreditation Committee: Strategic Planning, additional changes were discussed and will be reflected in the next draft.

A. Holliday expressed an observation that sending this to College Council, seems redundant since many of the members serve on both committees. A member from this committee might not speak up regarding an issue or concern but might feel more comfortable discussing it in a smaller group. It seems like we are adding another layer to the process. We'll see how it works and evaluate the process in a year.

The President wants everything to go through College Council before being submitted to the President's office. The previous model everything went from Mission, Plan & Budget to the President, it did not go through College Council. That model was functional and it was the way it was set up.

In November, we want to evaluate this committee in preparation for the March 2013 visit, so that we are prepared to have a dialogue with the team about how we see this process working out and being successful. We may be doing an ongoing assessment.

Accreditation wants Program Review to drive the budget for the college; this college doesn't have any evidence that program review has ever had that roll in the planning process. We're trying to build a model that demonstrates to the accreditation body that Program Review and Department Services Review drive the planning and budget of the college.

V. Ongoing and Systematic Assessment of Key Performance Indicators

This section is under construction and is only sample measures of what will be developed.

VI. Collaborative/Participatory Inquiry Process

We added a description of what the Collaborative/Participatory Inquiry Process looks like for Coastline. Also, listed are examples of strategies that will be added to as we continue to build and go through the vetting process.

VII. Evaluation of the Planning Process

More detail is on the handout about the timing of when the evaluation process will be. We need to look at when we would be surveying the committee members and other participants with regard to the evaluation process and try to have those results available by the end of spring in time for the annual department performance reports.

The revisions need to be sent to C. Hasson by February 24th. She will develop a PowerPoint that will be used to facilitate the discussion around the Planning Guide.

V. Rodriguez stated we need to have a PIEAC meeting where we talk about the scheduling of classes next year. We've had some discussions and plans of what we think our budget will look like, what our FTEs allocation will be, and what might be the way we prioritize things as we develop our schedule. The Deans need some guidance of how we've determined how we are going to prioritize our classes. We have to start the dialog about scheduling classes now.

A suggestion was made to invite the Budget Committee to the next meeting, so they can hear first-hand how we've determined how we are going to prioritize the scheduling of classes.

C. Hasson shared a rubric from the Accrediting Commission for Community and Junior Colleges (ACCJC) for planning that they use when they do their training and site visit. It looks like we are in the "Developmental" stage and the commission is looking for at least "Proficiency". We have enough time to start implementing this plan and go through a full cycle of implementation and integration before the visit in 2013.

Community Colleges on the Horizon

At the next meeting, those assigned, be ready to summarize your chapter for the committee.

1. Chapter 1 – Bob Covert
2. Chapter 2 – Vinicio Lopez
3. Chapter 3 – Shañon 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: March 7, 2012