

PLANNING, INSTITUTIONAL EFFECTIVENESS, AND ACCREDITATION COMMITTEE

(PIEAC)



September 17, 2014

College Center / Fourth Floor Conference Room

Minutes

	Member		Member
X	Lori Adrian		Lisa Lee
X	Darian Aistrich	X	Heidi Lockhart
X	Gayle Berggren	X	Rick Lockwood
X	Chris Blackmore	X	Ross Miyashiro
X	Robert Covert	X	Christine Nguyen
X	Scott Davis	X	Vince Rodriguez
X	Kevin Erdkamp		Celeste Ryan
X	Marilyn Fry	X	Wendy Sacket
	Joycelyn Groot	X	Jorge Sanchez
X	Pedro Gutierrez	X	Cheryl Stewart
X	Mary Halverson		Dave Thompson
X	Ann Holliday	X	Helen Ward
X	Nhadira Johnson		Susan Winterbourne
X	Nancy Jones	X	Aeron Zentner
X	Linda Kuntzman		*29 Members

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 makes recommendations to the President through College Council, and through appropriate bodies as necessary, and all bodies provide reports to the PIEAC.

Co-chair, Ann Holliday, called the meeting to order at 1:34 p.m. in the 4th Floor Conference Room of the College Center.

AGENDA:

Action: Marilyn Fry made a motion to accept the agenda. Robert Covert seconded the motion.

Motion carried with the following vote:

Yes: 21

No: 0

Abstention: 0

MINUTES:

The May 7, 2014 minutes were tabled to the next meeting on October 1, 2014.

Integrated Planning Guide Review

Dr. Vince Rodriguez, Vice President of Instruction, reported that the Integrated Planning Guide needs to be reviewed and edited.

Marilyn Fry, Ann Holliday, Aeron Zentner, Dr. Pedro Gutierrez, and Dr. Vince Rodriguez volunteered to be on the task force that will review and edit the Integrated Planning Guide document.

Nancy Ramirez will provide the committee with the current version via email.

PIEAC Committee Survey

Dr. Jorge Sanchez provided the committee with a handout titled "2013-2014 PIEAC Committee Evaluation." The handout provides the results from the survey that the committee took last term. The handout goes over each of the committee goals. PIEAC is to be:

- Collaborative
- Transparent
- Evidence-based
- Effective
- Efficient

J. Sanchez went over the survey results and discussed the areas that the committee has shown improvement on.

Dr. Lori Adrian, President, reported that the survey shows that we need to improve on engaging the entire college and informing all constituents about what is going on in PIEAC. Certain ways that this could be done is by sending the minutes and agendas college-wide, use SharePoint, and have the Publication and Communications Department send out highlights from the committee. Dr. Vince Rodriguez, Vice President of Instruction, reported that everyone on the committee should go back to their constituents and provide information. Nancy Ramirez will begin to send out the approved agenda and minutes college-wide.

Accreditation Update

Dr. Vince Rodriguez, Vice President of Instruction, provided the committee with a handout titled "Coastline Community College Accreditation Update." The handout provides our current Accreditation status and the two recommendations that Coastline received. The District Recommendation #2 is regarding delegation of authority. The Commission concern for our college is regarding Recommendation #4 that requires the College ensure the Program Review cycle for all programs and departments occur on a regular basis. The handout provides a timeline for working on and preparing the follow-up report. Dr. Lori Adrian would like to have the discussion being held at PIEAC included in the timeline. V. Rodriguez will add each time PIEAC meets into the timeline. Aeron Zentner will make himself available to assist with responding to the Accreditation recommendations. The Accreditation Steering Committee will meet on October 1, 2014 from 12:30 to 1:30 p.m.

District Goals and Coastline Target

Aeron Zentner provided the committee with a handout titled "2010-2011 Cohort Projection Goals." The handout provides our overall completion targets. Dr. Vince Rodriguez, Vice President of Instruction, reported that he would like to see prior trends to know what questions to ask. The committee needs to see what the previous trends were prior to examining the handout. Dr. Jorge Sanchez reported that the Board would like to have the document today at the Board meeting. V. Rodriguez reported that he informed the Board that Coastline's document will be a draft and not final.

Co-chair, Ann Holliday, reported that the committee needs more time to discuss the projection goals and review the trends to discuss what the committee will support. A. Zentner reported that we need to commit to data driven decisions and use our own scorecard for this. Our own scorecard aligns with our strategic goals. V. Rodriguez agreed that we need to use our own measures and use our own scorecard. A. Holliday would like to have both scorecards presented to the Board. A. Zentner will provide the committee with previous trends via email.

PIEAC Tracking System

Aeron Zentner provided the committee with a handout titled "Task Log: Neat Stuff Assigned at PIEAC Meetings 2014-2015." The handout is a living document that can be used by the committee to keep track on meeting items. The document can be a resource during Accreditation.

Plans for 2014-2015 Growth

Dr. Vince Rodriguez, Vice President of Instruction, provided the committee with a handout titled "Coastline Distance Learning Expansion and Support Plan Fall 2014." The handout provides information on an emergency request being made by the Distance Learning department for staff. The staff in the Distance Learning Department has become overwhelmed because it is the department with the most growth. As a result, students and faculty are not getting served adequately. Therefore, additional staff and resources are required to provide the appropriate level of student and instructor support.

The Distance Learning Department is seeking:

- \$220,000 for instructional support staff
- \$60,000 for clerical staff

- \$20,000 for instructional equipment for scoring quizzes and exams
Total = \$300,000

V. Rodriguez reminded everyone that the request will still need to go to the Budget Committee for funding.

Ross Miyashiro, Vice President of Student Services, informed the committee that his department is also working on an emergency item and would like to present it at the next PIEAC meeting.

Helen Ward supported the Distance Learning request and urged that the committee approve the request and hire more staff to support current classified employees.

Action: Cheryl Stewart moved to support the emergency Distance Learning request and forward it to the Budget Committee for funding.

Amendment to the Motion: Rick Lockwood requested that a breakdown of the \$220,000 be included in the report for the Budget Committee.

Robert Covert seconded the motion.

Motion carried with the following vote:

Yes: 21

No: 0

Abstention: 0

Program Review

No report given at this time.

Budget Committee

Rick Lockwood reported that the cafeteria at the Newport Beach Center is going to be leased. The Le-Jao expansion will begin in the next eighteen months. The Budget Committee reviewed and perfected its goals for the year. The District reported that it is at 50.04% on the side of instruction in relationship to the *50% Law*.

College Council

No report given at this time.

Other Committees

No report given at this time.

Co-chair, Ann Holliday, reminded the committee to please share the Distance Learning emergency item with staff.

MAJOR AGENDA ITEMS FOR October 1, 2014 MEETING:

- Review and Prioritize Goals
- Prior Cohort Projection Goals
- Evaluation of Planning Process
- Emergency Request from Student Services
- Plans for Cohorts
- Integrated Planning Guide Review

NEXT MEETING:

October 1, 2014 / 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 3:25p.m.