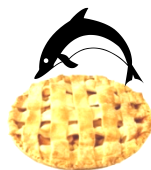


PLANNING, INSTITUTIONAL EFFECTIVENESS, AND ACCREDITATION COMMITTEE

(PIEAC)



November 20, 2013

College Center / Fourth Floor Conference Room

Minutes

Present	Member	Present	Member	Present	Member
X	L. Adrian		M. Halverson	X	V. Rodriguez
X	D. Aistrich	X	A. Holliday		H. Rothgeb
	C. Arellano	X	N. Jones		C. Ryan
X	G. Berggren		N. Kabaji	X	W. Sacket
X	C. Blackmore	X	L. Kuntzman	X	J. Sanchez
X	J. Colson	X	L. Lee	X	C. Stewart
X	S. Davis	X	R. Lockwood		L. Wilkerson
X	K. Erdkamp	X	V. Lopez		
X	M. Fry		Michelle Ma		
X	S. Gonzalez	X	L. Melby		
X	J. Groot	X	C. Nguyen		
X	P. Gutierrez		Kevin Nguyen		31 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, Dr. Pedro Gutierrez, called the meeting to order at 1:35 p.m. in the 4th Floor Conference Room of the College Center.

AGENDA:

Dr. Vince Rodriguez, Vice President of Instruction, requested to add Dr. John Colson, Interim Vice President of Student Services, to the agenda under Wing Updates. Dr. Pedro Gutierrez, co-chair, requested to have Membership of the Planning Council tabled.

Action: Marilyn Fry made a motion to accept the agenda with the changes requested. Scott Davis seconded the motion.

Motion carried with the following vote:

Yes: Twenty two (22)

No: None

Abstention: None

MINUTES:

Action: On a motion by Lisa Lee and seconded by Vinicio Lopez, the committee approved the November 6, 2013 minutes with the revisions sent via email by Ann Holliday and Dr. Gayle Berggren.

Motion carried with the following vote:

Yes: Twenty (20)

No: None

Abstention: Two (2)

President's Report

Dr. Lori Adrian, President, reported that she attended the American Association of Community Colleges meeting and will forward to the PIEAC the Federal Scorecard that was discussed at the meeting. The Federal Scorecard discusses how Financial Aid Title IV will be contingent upon the Federal Scorecard.

The Consultation Council has been holding regular meetings to look over and address policies. There have been discussions regarding the evaluation process for part-time faculty and allowing department chairs and department deans to comment on SLO's.

Wing Updates

Dr. Vince Rodriguez, Vice President of Instruction, reported that the Instructional Planning Council met on 11/18/13 and discussed resource requests, membership, and the mandate. The Academic Senate and Classified Senate will look over the Instructional Planning Council goals and priorities and make recommendations if necessary.

Dr. John Colson, Interim Vice President of Student Services, reported that Student Services is in the process of forming its own Student Services Planning Council.

The English as a Second Language (ESL) Department held a meeting with the Assessment Center regarding the process of how to input ESL assessment scores into Banner. The Assessment Center is looking forward to automating the process as soon as possible.

Admissions and Records and Counseling Departments are considering how to meet the demand of introducing Ed Plan modules into Degreeworks. Every student has to maintain an Ed Plan on file to maintain priority registration. Under Title V, students that lose priority registration have the right to an appeal process.

J. Colson reported that Melissa Moser at the District has worked to introduce a final disbursement on 12/13/13 for students to receive their Pell Grant funds.

EOPS will be holding a holiday event on 12/13/13 from 1:00 to 3:00 p.m. in the Fourth Floor Conference room for students with children. The EOPS Department has done an excellent job in collecting gifts and funds for this event.

A recognition banquet for EOPS students that are scholarship recipients and that are transferring will be held on May 23, 2014.

ACCJC SLO Feedback

Dr. Vince Rodriguez, Vice President of Instruction, reported that Dr. Gayle Berggren did an excellent job in writing our SLO report last March.

G. Berggren reported that we will need all college dialogue regarding SLO's to show how we are closing the loop.

Dr. Lori Adrian, President, reported that it is important that we document all dialogue regarding SLO's and ALO's. A template will be created on our website to document when conversations took place and what were the outcomes.

L. Adrian would like to have Program Review provide a report to the PIEAC before the end of the semester. Nancy Jones responded that it is not the initial plan of the Program Review Committee to go over all requests, but will discuss the requests with the Planning Council.

Ann Holliday reported that Program Review is currently holding discussions regarding the creation of an Excel spreadsheet with pending reports. Program Review will hold a presentation some time during the spring semester, since finals are next month.

V. Rodriguez would like all dialogue, gaps, and actions by departments related to SLOs to be documented.

Dr. Pedro Gutierrez requested information regarding our response to Recommendation number five (5). V. Rodriguez responded that the College will look into using dialogue from the Consultation Council meetings for our response to Recommendation number five (5), and look at different concepts of how to address the Recommendation. We are currently looking at other models out there for how to address the Recommendation. Christine Nguyen, Vice President of Administrative Services, and V. Rodriguez will be meeting on 11/21/13 to discuss further.

C. Nguyen reported that it is good for the college to come up with a new formula to be able to hire new faculty within the college.

Program Review

Nancy Jones reported that the meeting on 11/18/13 was canceled. No report given at this time.

Accreditation

Dr. Vince Rodriguez, Vice President of Instruction, reported that all Accreditation Recommendations have been combined into one document. Dr. Gayle Berggren will send the revised version of the document to Nancy Ramirez and has asked that it be distributed college-wide.

G. Berggren reported that Dr. Andreea Serban, Vice Chancellor, was quoted in the Orange County Register as saying that “the District will not be able to address Accreditation Recommendation number five.” V. Rodriguez responded that her comment was taken out of context and that A. Serban actually came to our defense.

V. Rodriguez reported that we can hire replacements for full-time faculty that retire. Christine Nguyen, Vice President of Administrative Services, reported that growth dollars go to our base budget which is part-time faculty. Dr. Lori Adrian, President, noted that we need to move forward with a sense of responsibility.

Budget Committee

Rick Lockwood reported that the Budget Committee discussed the membership of the Planning Council and the separation of Instruction and Student Services.

College Council

Dr. Pedro Gutierrez, co-chair, reported that the PIEAC mandate was approved, and membership for the Planning Council and the Holiday Breakfast were discussed.

The Holiday Breakfast event will be held on December 9th at the College Center. Dr. Vince Rodriguez, Vice President of Instruction, reported that the Holiday Breakfast event will take place at the College Center this year, but move to a different site the following year. We need to discuss how to offset the cost of the breakfast. Currently, the staff of the Maintenance and Operations Department pays for the entire breakfast.

Scorecard

Dr. Gayle Berggren reported that she has been working on the Scorecard with Dr. Jorge Sanchez.

J. Sanchez thanked Laurie Melby and Joycelyn Groot for going through their files to find the data that was needed. We are going to want to publicly show these numbers on the Scorecard at some point.

J. Sanchez has been holding discussions with Bob Nash regarding all of the training sessions and brown bag lunches that have been held for professional development. The information will be collected and added to the Scorecard.

J. Sanchez distributed a handout to the committee titled “Coastline Community College Articulation Agreements by 4-Year College & University = 71.” The handout contains the list of articulation agreements with California State Universities, private and out-of-state universities, University of

California, and a color key for private and out-of-state. Dr. John Colson, Interim Vice President of Student Services, will research the handout and verify that all information is accurate.

G. Berggren would like for the Scorecard to become a part of the Planning Calendar. Dr. Lori Adrian, President, noted that definitions need to be added to the Scorecard before it can be added to the Planning Calendar. Ann Holliday noted that definitions are necessary, so that everyone knows what they are talking about.

Action: Ann Holliday moved that the Scorecard be revised and provide definitions of official measures and consider other innovative measures and funding for innovations.

V. Rodriguez suggested that we fill in what we had last year. We need to bring closure to last year, and it would be helpful to show what we completed last year before the spring semester begins.

Amendment to motion: Ann Holliday amended her motion to have the 2012- 2013 Scorecard completed and the 2013- 2014 Scorecard to be presented with revisions, provide definitions of official measures, and consider other innovative measures and funding sources for innovations.

Motion carried with the following vote:

Yes: Twenty two (22)

No: None

Abstention: None

J. Sanchez reported that time is necessary to assess all data in the Scorecard. Any new information will require time to collect and calculate data.

There was considerable discussion regarding Scorecard revisions that are necessary for the document. J. Sanchez will begin working on revisions and provide a revised Scorecard to the PIEAC as soon as possible.

Computer Refresh and Teleconferencing

Chris Blackmore distributed a handout to the committee with a list of computer refresh standards provided by the District. He is currently working on gathering data from different instructional areas for a computer refresh model. The District selected Hewlett Packard (HP) as the vendor. The list also has a secondary Apple product selection available. All full-time faculty will have their office computers replaced and have a second option available for a mobile device such as an iPad. There may also be a refresh of the audio and video equipment in the conference rooms at different sites. Cameras would allow participants to attend meetings virtually rather than physically. This will be done with Measure M funds.

Christine Nguyen, Vice President of Administrative Services, reported that she holds weekly meetings with the IT team and will discuss faculty needs and concerns as necessary. The refresh standards list will be revised after it has been vetted.

Dr. Pedro Gutierrez, co-chair, will review the handout with the Academic Senate and provide Chris Blackmore with feedback.

Any computer refresh ideas should be sent via email to Chris Blackmore.

Action: Ann Holliday moved to extend the meeting for ten (10) minutes. Marilyn Fry seconded the motion.

Motion carried with the following vote:

Yes: Eighteen (18)

No: Four (4)

Abstention: None (0)

Dr. Vince Rodriguez, Vice President of Instruction, suggested that the funding for the Student Success Instructor and Coordinator position be moved from Title III funds to the general fund. There are sufficient funds in the general fund that would allow for this change. The change would allow Title III funds to be used for other services for students.

Ann Holliday would like to know if the budget change would take place for the current semester or for the spring semester and what positions would be used to pay for the Student Success Instructor and Coordinator position. Christine Nguyen, Vice President of Administrative Services, responded that the change would have to be effective for the spring, since it cannot take place in the current semester due to how Title III is funded. Funds for the position will come from vacancies.

V. Rodriguez noted that by beginning in the spring 2014 it will allow for Title III to have more funds available for tutoring.

Rick Lockwood suggested that the conversation take place at the Budget Committee.

Motion: Nancy Jones made a motion to send the Student Success Instructor and Coordinator position to the Budget Committee to see if the general fund can support the position. Rick Lockwood seconded the motion.

Motion carried with the following vote:

Yes: Twenty (20)

No: Two (2)

Abstention: None (0)

MAJOR AGENDA ITEMS FOR December 4, 2013 MEETING:

- Meeting the Completion Agenda
- Scorecard
- Membership of the Planning Council
- Vacancies being used to pay for Student Success Instructor and Coordinator Position
- Planning Guide
- Prioritize Strategic Initiatives that Support the Educational Master Plan Goals

NEXT MEETING:

December 4, 2013 / 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 3:42 p.m.