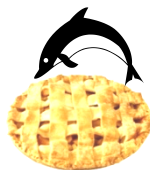


PLANNING, INSTITUTIONAL EFFECTIVENESS, AND ACCREDITATION COMMITTEE

(PIEAC)



November 6, 2013

College Center / Fourth Floor Conference Room

Minutes

Present	Member	Present	Member	Present	Member
	L. Adrian	X	M. Halverson		Kevin Nguyen
	D. Aistrich	X	A. Holliday	X	V. Rodriguez
	C. Arellano	X	N. Jones		H. Rothgeb
X	G. Berggren			X	C. Ryan
X	C. Blackmore		N. Kabaji		W. Sacket
	J. Colson	X	L. Kuntzman		J. Sanchez
X	S. Davis		L. Lee		C. Stewart
X	K. Erdkamp	X	R. Lockwood	X	L. Wilkerson
X	M. Fry		V. Lopez		
X	S. Gonzalez		Michelle Ma		
	J. Groot		L. Melby		
X	P. Gutierrez	X	C. Nguyen		32 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 1:42 p.m. in the 4th Floor Conference Room of the College Center.

AGENDA:

Action: Scott Davis made a motion to add Computer Refresh and Teleconferencing to the agenda. Rick Lockwood moved on the motion and Nancy Jones seconded the motion.

Motion carried with the following vote:

Yes: Sixteen (16)

No: None

Abstention: None

NEW MEMBER:

Dr. Pedro Gutierrez, co-chair, introduced Chris Blackmore, ASG ~~Representative~~Representative, as a new member of the committee.

MINUTES:

Action: On a motion by Lois Wilkerson and seconded by Rick Lockwood, the committee approved the October 30, 2013 minutes.

Motion carried with the following vote:

Yes: Twelve (12)

No: None

Abstention: Four (4)

President's Report

Dr. Vince Rodriguez, co-chair, reported on behalf of Dr. Lori Adrian, President, that a group of faculty and managers went to Phoenix to visit Rio Solado College and Mesa Community College Center for Teaching and Learning to see how they are supporting online instruction. We are currently looking at different models and ways to take the best of what they have and implement it at our college.

Rick Lockwood agreed that the visit to the sites was very informative and interesting. Rio Solado has a budget of \$6 million to support its learning management system.

Ann Holliday would like for the members of the visiting group to provide a report at the next PIEAC meeting regarding what could be partially or fully implemented at our college.

R. Lockwood noted that a debrief meeting has been scheduled with Dr. Adrian. He would like to report back to the PIEAC after this meeting.

Wing Updates

Dr. Vince Rodriguez, Vice President of Instruction and Student Services, reported that this will be the last time that he reports on Student Services. The interim position for the Vice President of Student Services will be on the Board agenda at tonight's meeting. We expect that Dr. John Colson will be approved by the Board for the position and will begin giving Student Services updates at the next PIEAC meeting.

V. Rodriguez, J. Colson, and Kathie Tran attended the Student Services and Support Program Conference two weeks ago. During the conference they learned that there are a lot of changes coming in regards to assessment, tracking of students, orientation, and degree pathways.

Students who are mandated to receive priority registration will continue to receive priority registration if they have an Ed Plan on file. A change has been made to Title V stating that an Ed Plan must be on file for the student to receive priority registration.

V. Rodriguez reported that there has been a discussion regarding the Student Success Center and tutoring. We are very fortunate that Daniel Pittaway and Title III resources have been able to provide a lot of support for instruction, but at the same time we are increasing our costs. The amount of money that we are spending on tutoring has almost doubled from last year. V. Rodriguez asked Vinicio Lopez and Daniel Pittaway to work with the Student Success Task Force to look if there are other ways at doing things and try to find ways to save. Very soon a request will be made to the PIEAC to move things that are being funded through Title III to the general fund.

Marilyn Fry reminded the committee that Daniel Pittaway's salary needs to move over to the general fund. V. Rodriguez agreed and suggested that it be the first expense to cross over to the general fund. This would show an increase in faculty being paid through the general fund. Christine Nguyen, Vice President Administrative Services, reported that she has been away attending two conferences. The first conference she attended was the Chief Business Officers Conference where we get the state budget update information. It was reported that our revenue projection for the first six months is strong and that Coastline may receive one time funding.

C. Nguyen reported that Dr. Andreea Serban filed a request on behalf of our district to have flexibility on spending the funds this year. There are a lot of restrictions on how matriculation funds can be spent. It will prove difficult to spend all the funds by June of this year. The State Chancellor will consider the request to have funds carried over to the following year.

C. Nguyen reported that the second conference she attended was the Facility Conference where Coastline received an award for the Newport Beach Center. There were only eight (8) awards given out in all of the seventy-two (72) community college districts. The award received is due to the design of the building. C. Nguyen will bring in the award to show at the next PIEAC meeting.

C. Nguyen reported that at the last Chancellor's Cabinet meeting Andy Dunn, Vice Chancellor, brought in a retired CEO to look at our allocation model. The issue is pending further development from the District.

Accreditation Update:

Dr. Vince Rodriguez, Vice President of Instruction and Student Services, thanked everyone who has worked on submitting a response to the college recommendations. All draft recommendations have been submitted with the exception of recommendation number five (5). We have a concern regarding the recommendation because it is the recommendation where we have to address an increase of full-time faculty. Our report must align with what the district's full-time faculty increase is. Dr. Gayle Berggren and Mary Halverson will be meeting with V. Rodriguez on 11/7/13 to go over all submitted recommendation drafts. We will be looking into collecting all the evidence to support our response to the recommendations.

Dr. Pedro Gutierrez, co-chair, reported that the Districts teams working on the five recommendations related to the District are due to submit their first draft on 11/5/13 and submit to the Board by 11/7/13.

District Recommendations:

District Recommendation 1: To meet the Standard, and as recommended by the 2007 team, the team recommends that faculty and others directly responsible for student progress toward achieving stated student learning outcomes have, as a component of their evaluations, effectiveness in producing those learning outcomes.

District Recommendation 2: To meet the Standards, and as recommended by the 2007 team, the team recommends that the Board and district follow their policies regarding the delegation of authority to the Chancellor for effective operation of the district and to the college presidents for the for the effective operation of the colleges. Further, the team recommends that the district develop administrative procedures that effectively carry out delegation of authority to the Chancellor and the college presidents.

District Recommendation 3: To meet the Standard, the team recommends that the Board of Trustees follow its established process for self-evaluation of Board performance as published in its board policy.

District Recommendation 4: To meet the Standards, and as recommended by the 2007 team, the team recommends that the Board implement a process for the evaluation of its policies and procedures according to an identified timeline and revise the policies as necessary.

Commission Recommendation 1: To meet the Standards, the District needs to examine the role of the four board employees who report directly to the Board of Trustees to ensure there is no conflict with the delegation of authority of the Chancellor and the college presidents.

Dr. Vince Rodriguez, co-chair, reports that we have made tremendous progress towards fulfilling the College recommendations.

Program Review:

Nancy Jones reported that the Program Review Committee held a training workshop on 11/4/13 for those going into program review in the spring. Dan Johnson created a PowerPoint presentation for the workshop. The workshop was well attended with twenty people or so. N. Jones is confident that the Program Review Committee will receive good reports in the spring.

Dr. Pedro Gutierrez, co-chair, reported that he has some concerns with things falling through the cracks. N. Jones responded and let the committee members know that goals can be modified and goals can be added to the one year report.

P. Gutierrez would like to know what the process is for program initiation. N. Jones responded that there is a process for program initiation. Ann Holliday requests that the Program Review Committee look at what the procedures are for program initiation during the spring semester.

Budget Committee

Rick Lockwood reported that the Budget Committee has not met and will not meet until the following week. No report given at this time.

College Council

Dr. Vince Rodriguez, Vice President of Instruction and Student Services, reported that at the Planning Council the PIEAC mandate was approved. The college is looking at holding a Holiday Feast, and is considering how to make it inclusive. The discussion has also been held with the management team and Classified Council regarding how it might be difficult for people from other sites to participate. The question being raised is whether to make it a one day event that moves from site to site year after year.

Christine Nguyen, Vice President of Administrative Services, reported that the Bookstore Committee selection has begun.

Bookstore Membership:

- Four (4) from Coastline
- Four (4) from Orange Coast
- Three (3) from District
- Four (4) from Goldenwest

The members on the committee from Coastline are Ken Leighton, Crystal Neal, C. Nguyen, and a student representative. All membership selections for this committee will go to the Board before the end of the bookstore contract, which expires in June 2014.

The first committee meeting will be held later this month. The committee will meet through March.

Other Committees

Dr. Pedro Gutierrez, co-chair, reported that the Academic Senate held a special meeting on 11/5/13 to discuss the direction of college programs. During the meeting faculty expressed areas that we could expand in such as pharmacy technician and nursing. Faculty will be looking at our current populations that we serve and focusing on how we can increase our service to incarcerated students.

Ann Holliday requested that the minutes from the Academic Senate special meeting be distributed to all PIEAC members.

Scott Davis reported that it was also discussed that each college site become discipline specific.

P. Gutierrez noted that the conversation will continue to take place with the Academic Senate. Updates will be provided as they become available.

Staffing Report

Celeste Ryan reported that her hourly staff received a letter from the District stating that they can work up to 160 days. Goldenwest and Orange Coast enforce the 160 day work rule, while Coastline only allows 150 days.

Christine Nguyen, Vice President of Administrative Services, reported that she does not recall what forum voted to enforce a 150 work day rule for hourly employees. The 160 work day for hourly

employees at Coastline was reduced to 150 because mistakes have been made when keeping day count. The change allows for room for error.

Ann Holliday noted that the 150 work day rule does not work with student aides. It is very important that the instructional aides who work with students that have disabilities get to know the student.

A. Holliday supports C. Ryan's request and will make any information available to show how 150 days for instructional aides affects her students.

Vince Rodriguez, co-chair, would like for the conversation to continue at the instructional wing level.

Planning Guide Timeline

Vince Rodriguez, Vice President of Instruction and Student Services, passed out a handout titled *PIEAC Planning Calendar 2012-13*. The handout was revised by Cheryl Stewart, Nancy Jones, and Helen Rothgeb to align with the budget calendar. The handout displays a timeline by month and the tasks to be carried out at each meeting.

Action: On a motion by Nancy Jones and seconded by Lois Wilkerson, the committee moved to approve the edits made to the Planning Guide Timeline.

Gayle Berggren would like to have SLO's Assessment Reports added to the month of February.

Ann Holliday would like the wording changed on number one (1) of the back page of the Planning Guide Timeline. She also asked to delete "Wing Planning Councils" and replace it with "Annual Department Planning reports."

Celeste Ryan would like to have the month of May added for emergency meetings only.

V. Rodriguez, co-chair, will work on changing the wording to the document and make it easier to understand.

Amendment to motion: Ann Holliday moved to approve the Planning Guide Timeline to keep the word 'educational' on number three (3) in the month of September, add a third item in February regarding SLO's, and add the month of May for emergency meetings.

Motion carried with the following vote:

Yes: Fifteen (15)

No: None

Abstention: One (1)

Membership of Planning Council

Vince Rodriguez, Vice President of Instruction and Student Services, reported that Christine Nguyen, Vice President of Administrative Services, and he have been working on expanding their Planning Councils, so they can have more discussions and prioritization at those levels.

V. Rodriguez, co-chair, provided the committee with a two-sided draft handout with membership for the Student Services Planning Council and Instructional Planning Council.

Linda Kuntzman questioned why the membership included nine (9) administrators and only five (5) faculty. V. Rodriguez noted that the membership model was taken from other colleges that have Planning Councils, and he is trying to keep it a manageable size. The Academic Senate can make a proposal and have a discussion regarding membership.

Christine Nguyen, Vice President of Administrative Services, provided the committee with a draft handout with membership for the Administrative Services Planning Council. The membership for the Planning Council is similar to that of V. Rodriguez. The Planning Council is an advisory body to the vice president and not a voting committee, so having the same number of faculty and administrators is irrelevant. Scheduling is always a conflict when adding more members to any committee.

Mary Halverson reported that people that are invited to join the Planning Council need to be familiar with annual reports. One faculty member from Academic Senate should be changed to a faculty member from the Program Review Committee.

Dr. Pedro Gutierrez, co-chair, reported that the membership of the Planning Councils will be discussed at the next Academic Senate meeting.

MAJOR AGENDA ITEMS FOR NOVEMBER 20, 2013 MEETING:

- Computer Refresh and Teleconferencing
- Membership of Planning Council
- Meeting the Completion Agenda
- ACCJC SLO Feedback

NEXT MEETING:

November 20, 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 3:32 p.m.