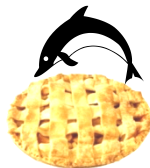


PLANNING, INSTITUTIONAL EFFECTIVENESS, AND ACCREDITATION COMMITTEE

(PIEAC)



April 17, 2013

College Center / Fourth Floor Conference Room

Minutes

Present	Member	Present	Member	Present	Member	Present	Member
X	L. Adrian	X	S. Gonzalez	X	C. Leon		C. Ryan
X	C. Arellano		P. Gutierrez	X	R. Lockwood	X	J. Sanchez
X	G. Berggren	X	A. Holliday	X	V. Lopez	X	C. Stewart
X	T. Boehler	X	D. Jones		A. Maciel	X	M. Warner
	E. Caluag	X	N. Jones	X	C. Nguyen		R.J. Watters
X	R. Covert	X	B. Kerwin	X	V. Rodriguez		M. Wild
X	M. Fry	X	L. Kuntzman	X	H. Rothgeb	X	L. Wilkerson

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 reports, informs, and seeks approval from College Council.*

Co-chair, Dr. Vince Rodriguez called the meeting to order at 1:39 p.m. in the 4th Floor Conference Room of the College Center.

Welcome and Guest Introductions: Scott Davis, Instructor

AGENDA:

The distributed agenda was approved with the addition of:

- Full-Time Faculty Replacement
- Planning Budget Process Evaluation Task Force

MINUTES:

The committee approved the revised Minutes of the February 20, 2013 and March 6, 2013 meeting with the following changes:

- 2/20/13 Minutes Page 1: Delete the extra zero on the amount for Seaport Course Management.
- 2/20/13 Minutes Page 3: Add the words in bold to the sentence in the second to last paragraph stating that *It was discussed that some ESL students enroll in classes and never go on to the next level, **nor is there any requirement.***
- 3/6/13 Minutes Page 1: Delete the extra zero on the amount for Seaport Course Management.

ONGOING BUSINESS:

WING UPDATES:

Dr. Vince Rodriguez, Vice President of Instruction and Student Services, reported that we will be addressing our standards and benchmarks in May.

The Summer 2013 schedule has been completed and is being advertised. The Fall 2013 and Spring 2014 schedules are currently being finalized.

Students will soon receive information regarding the requirement of Ed Plans for priority registration.

Christine Nguyen, Vice President of Administrative Services, reported that a tentative budget is being developed with Andy Dunn, Vice Chancellor, for June.

There will not be any changes or reduction mandates at his time for the 2013-2014 Tentative Budget. C. Nguyen will be attending the State Chancellor's Budget Workshop in May and will report back on any new changes.

President Wing

Dr. Lori Adrian, President, reported that we have been in the news regarding Learning First. The Chancellor's Office decided that it was impermissible to operate through Contract Education due to differential fees. The pilot model will continue to be funded through general funds and we anticipate that our growth through the district will be 10% to 13%.

The One-Stop Center resolution related to the layoff of staff is that there is a new policy that does not allow us to operate two centers at the same time. We are unable to absorb employees from both centers at only one center, so unfortunately those employees will be receiving layoff notices. Helen Rothgeb, Lois Wilkerson, and Christine Nguyen are assisting with the transition.

L. Adrian requested that we please take the time to congratulate all Service Award recipients that will be honored at tonight's board meeting.

NEW BUSINESS

Funding Request Prioritization

Dr. Jorge Sanchez distributed a handout with survey score results titled *2013-2014 Funding Requests to PIEAC*. He reported that twenty-nine people received the survey via Survey Monkey, but only twenty-two people responded.

The highest score received was for PD workshops and Summer Institute which scored 77.7 and the lowest score received was for Facilities Maintenance which scored 26.9.

There was considerable discussion regarding how difficult it was to sort through all the forms for voting, how Program Review needs to provide reports to the PIEAC, how all health and safety requests should be at the top, and how number eight: Part-Time/Overload Budget Increase should be at the top of the list due to the fact that we need to grow 700 FTES from what we have this year.

Professor, Dr. Gayle Berggren would like to see the prioritization process in the future attached to Program Review and state which strategic initiative the request is linked to.

Helen Rothgeb notes that the results need to go to the Budget Committee, so that the committee can locate sources of funds for each request.

Motion to approve the list as is with number eight (Part-Time/Overload Budget Increase) being moved to the top of the list as number one and send it to the Budget Committee carried the following voice vote:

Yes: Twenty one (21)

No: None

Abstention: None

Full-Time Faculty Replacement

Professor, Ann Holiday reported that at the last Academic Senate meeting there was a discussion regarding full-time faculty being replaced. We need to replace those that leave/retire and continue to add more full-time faculty.

V. Rodriguez notes that the PIEAC is committed to growing the number of full-time faculty.

L. Adrian notes that the intent is to maintain and grow our full-time faculty to support our mission, meet student's needs, and emerging directions.

G. Berggren reminds the committee that one of our Accreditation recommendations is that we hire more full-time faculty.

Motion for the PIEAC to endorse the maintenance and growth level of our full-time faculty to advance our mission and vision carried with the following voice vote:

Yes: Twenty one (21)

No: None

Abstention: None

Planning Budget Process Evaluation Task Force

Professor, Ann Holiday reported that the Academic Senate approved a task force for the planning budget process evaluation to make sure that timelines are adequate and to ensure that committees are working together.

V. Rodriguez notes that we need to talk about the formation of this working task force and its size during our next meeting.

A. Holliday requests that faculty have equal representation on the task force and that they report the process back to the Academic Senate.

Lois Wilkerson suggests that two people from each constituency group be on the task force.

V. Rodriguez notes that the members need to be active participants of the PIEAC.

The make-up of the task force is to be discussed at the May 1, 2013 meeting.

MAJOR AGENDA ITEMS FOR MAY 1, 2013 MEETING:

- College Reorganization
- Accreditation Update
- SAO
- Philosophy Regarding the Hiring of Temporary Employees
- Budget Committee Funding
- Members for the Planning Budget Process Evaluation Task Force

CARRY-OVER ITEMS:

NEW BUSINESS:

NEXT MEETING:

May 1, 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 3:25 p.m.