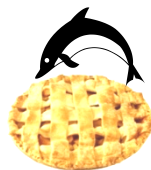


PLANNING, INSTITUTIONAL EFFECTIVENESS, AND ACCREDITATION COMMITTEE

(PIEAC)



May 15, 2013

College Center / Fourth Floor Conference Room

MINUTES

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

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 1:40 p.m. in the 4th Floor Conference Room of the College Center.

AGENDA:

The distributed agenda was approved by the committee.

MINUTES:

The committee approved the revised Minutes of the April 10, 2013 and April 17, 2013 meeting with the following changes:

- 4/10/13 Minutes Page 5: Add Nguyen after Christine in the first paragraph.

Motion carried with the following vote:

Yes: Twenty (20)

No: None

Abstention: Three (3)

On a motion by Cheryl Stewart and seconded by Ann Holliday, the committee agreed to table the minutes from May 1, 2013 until the first PIEAC meeting in the fall.

ONGOING BUSINESS:

WING UPDATES:

Dr. Vince Rodriguez, Vice President of Instruction and Student Services, reported that we are getting ready for our 2013 Graduation Ceremony that will take place on 5/18 and wishes to thank all of the staff involved in organizing the event.

A message went out to all students regarding the mandated priority registration changes. The message received by students was forwarded to faculty, so that they too are aware of the changes.

Christine Nguyen, Vice President of Administrative Services, reported that her office is currently busy preparing for the One-Stop Center transition.

The governor's revised proposed budget was received on 5/14 and C. Nguyen will be going to the State Chancellor's Office next week to go over the details of the proposal. The key components of the proposal are:

- 1.57% for COLA
- 1.5% for growth

We are getting ready to finalize the tentative budget that will go to the June board meeting for approval. Some of the funds will need to be redirected towards growth.

C. Nguyen will report back to the PIEAC on any critical issues during her visit to the State Chancellor's Office.

C. Nguyen provided the committee with a two (2) page handout titled *Seaport & College Support Funding*. The handout goes over the \$1.5 million fund reserve to transfer to OLIT for college support activities. The handout provides a detailed summary of how the funds will be allocated.

On page one (1) of the chart handout the green column represents staffing costs and the tan column represents all other costs. Most of the costs are related to staffing. Seaport's direct cost is approximately \$576,834.

The portions that are directly related to Seaport training are:

- Seaport – Faculty Support & Training \$308,043
- Seaport – Programming/Course Authoring Support \$107,185
- Seaport Maintenance Support/Service \$75,208
- Seaport – Development & Programming \$86,399

Page two (2) the pie chart handout shows what percentage of ancillary funds will be distributed. The handout is essentially the same as the previous handout, but demonstrates the information in a pie chart format.

The handout can be obtained from the Administrative Services Office.

A letter went out to all managers regarding hourly employment. All hourly employees based on their manager's assessment will continue to be hired through December, but are limited to 28 hours per week.

ACCREDITATION UPDATE:

Dr. Vince Rodriguez, Vice President of Instruction and Student Services, reported changes from ACCJC were received today. ACCJC is meeting on June 5th through June 7th to finalize the report and take action. We anticipate that we will receive the results during the first week in July.

Dr. Lori Adrian thanked everyone for their hard work during Accreditation.

SLOs:

Dr. Gayle Berggren provided the committee with a handout titled *Study of Courses Contributing to Summer 2012 ISLO Benchmarks*. The handout is a follow-up on a previous discussion regarding the study of courses contributing to Summer 2012 ISLO benchmarks. The handout shows the grand percent of students who fully met.

The college needs to look at department resources and make a deep analysis to help full-fill all outcomes. It needs to be part of the institutional outcome.

Dr. Lori Adrian suggests that we use the data to look at past practices to look into how we can improve achievement of ISLO benchmarks.

G. Berggren would like to have this be a topic of discussion during the fall Full-Time Faculty meeting.

The handout can be obtained from Dr. Gayle Berggren's office.

ECHS:

Dr. Vince Rodriguez, Vice President of Instruction and Student Services, reported that he spoke to Dr. Chuck Hinman at Newport Mesa Unified School District (NMUSD) to discuss Early College High School (ECHS). NMUSD informed that they are not ready to make a commitment. A final decision needs to be made by 5/17; otherwise Coastline will not have enough time to be able to service ECHS.

NEW BUSINESS

EVALUATION OF PLANNING PROCESS:

Dr. Vince Rodriguez, Vice President of Instruction and Student Services, reported that the Planning Task Force met on 5/8 and had a productive meeting. The planning process was discussed in regards to what works well and what could be changed. The positive outcomes that were identified during the meeting were:

- Annual Reports
- Planning Councils for Student Services/Instruction and Administrative Services Wing Plans
- Separation of Planning, Institutional Effectiveness, and Accreditation Committee and the Budget Committee. The split allowed to keep focus on planning and allowed for more focused discussions.

The negative outcomes that were identified during the meeting were:

- Need to summarize Wing Plans and present consistently to the PIEAC
- Wing identified priorities are not clearly stated and are non-inclusive
- Wing Plans process needs to be started earlier in the year to allow more time for discussion and planning
- Feedback on Wing Plans needs to be provided to unit members
- The Prioritization Allocation Rubric (PAR) needs improvement
- Wing Plan goals are not listed
- No advisory/Planning Council meetings under the President's Wing
- Create stronger linkages between Program Review and other plans
- Confusion between SLO, SAO, Annual Review, DSR, DSO, etc...
- Separate forms needed for Program Review
- Comprehensive Program Review
- Lack of faculty/discipline input into Wing Plans
- Planning Allocation Rubric should be embedded into the scoring document
- More open forums needed
- Planning Guides for PIEAC needs to be reviewed to meet deadlines
- Explore the possibility of having three versions of each line-item request to allow greater flexibility of the committee to fully fund, partially fund, or not funded at all, depending on the availability of funds
- Do not combine multiple line-item requests into one large request.
- Standardize all data elements in the Annual Plans which could be used in that year
- Program Review needs to reference the goals stated in Education Master Plan (EMP)
- A process is needed to verify whether stated linkages to other plans are actually true
- Draft minutes from the previous committee meeting need to be prepared in time for the next meeting
- Agendas need to be prepared in advance
- The online scoring survey for line-item requests did not seem to be fair

Ann Holliday, Helen Ward, Vinicio Lopez, and Jorge Sanchez volunteered to discuss and prepare a college wide survey covering the entire planning process for rollout at the fall All-College Meeting.

Nancy Jones volunteered to review and discuss clarification of planning cycles.

Vince Rodriguez volunteered to determine what other institutions are doing with “Standards” and “Benchmarks” on the College Scorecard and obtain copies for review.

Pedro Gutierrez and Cheryl Stewart volunteered to review and update the Planning Guide.

The gathered data will be presented at the PIEAC during the fall semester.

PIEAC PLANNING CALENDAR:

Christine Nguyen, Vice President of Administrative Services, provided the committee with a timeline handout titled *PIEAC Planning Calendar*. The handout provides a monthly breakdown of the PIEAC’s duties for fall 2013 and spring 2014.

Ann Holliday suggests that Program Review meet three times a month during the months of September and October in order to make sure the committee can provide PIEAC with the reports by December.

Cristina Arellano requests that the timeline for Budget and Program Review be added to the PIEAC Planning Calendar.

Cheryl Stewart notes that it is difficult for the Program Review Committee to complete their process when departments don’t complete their reports on time. Program Review is scheduled to process fifteen reports during the fall.

V. Rodriguez notes that by September we should be working on the information received from the All-College meeting. Gathering all the data will provide the necessary information to update the Planning Guide.

The handout can be obtained from the Administrative Services Office.

REORGANIZATION:

Christine Nguyen, Vice President of Administrative Services, reported that all employees who are part of the IT reorganization will not need to go through a second probationary period.

MAJOR AGENDA ITEMS FOR SEPTEMBER 4, 2013 MEETING:

- May 1, 2013 Minutes
- Temporary Employees
- Information Technology Reorganization
- Technology Project Initiatives

NEXT MEETING:

September 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 3:55 p.m.